



Field Training Manual



Table of Contents

PART I – Administrative Section	6
Welcome from the Chief of Police.....	7
Policy Statement.....	8
Professional Values	9
The Law Enforcement Code of Ethics	10
Goals and Objectives.....	11
Training Philosophy	12
Field Training Program Organization Chart	13
Duties and Responsibilities of Field Training Program Personnel	14
Administrative Captain.....	14
Administrative Sergeant	14
Patrol Sergeants.....	15
Field Training Officers	16
FTO Requirements and Selection Process.....	18
Introduction.....	18
Requirements	18
Selection Process.....	19
Administrative Information	19
Policies and Procedures of the Field Training Program.....	20
Training	20
Solo Beat Officer Concept	20
Daily Performance Evaluations.....	20
Orientation Phase.....	20
Trainees as Solo Officers While in the Field Training Program	21
Use of Non-FTO's for Field Training.....	21
Evaluation-Only Phase (Final Phase).....	21
FTO Meetings.....	21
Court Attendance.....	22
Field Training.....	22
FTO / Trainee Relationship.....	22
PART II - Introduction.....	23
Overview of the Field Training Program	24
BLANK.....	25
Field Training Rules for the Trainee.....	26
Evaluation Program Overview	27
The Daily Performance Evaluation (DPE).....	28
The Use of Standardized Guidelines	29
Standardized Guidelines.....	31
Appearance and Attitude	31
Job Knowledge	32
Performance	32
Interpersonal Relationships	37



Field Training Manual Administrative

Daily Performance Evaluation	39
Field Training Officer Meetings	42
Recommending Extended Training or Termination	43
An Introduction to Remedial Training	43
What behavior requires remediation?	43
Who remediates?	44
When does one begin remediation?	44
What are the steps to remediation?	44
Some final thoughts... ..	45
Remedial Training Strategies	46
Role Plays and Simulations	46
Role Reversals	46
Commentary Driving	46
Commentary Thinking	47
Flash Cards	47
Spelling Quizzes	47
Self Evaluations	48
Non-Traditional Remedial Training Strategies by Subject	49
Report Writing	49
Orientation Skills	49
Directing Traffic	50
Traffic Stops	50
DUI Investigations	50
Courtroom Demeanor	51
Investigative Procedures	51
High Risk Stops	51
Domestic Disputes	52
Radio Procedure and Codes	52
Accident Investigation	52
Rapport with Citizens	53
Total Confusion	53
PART III – Training Guide	55
Introduction	56
Estimated Training Periods and Evaluation Schedule	57
Phase 1	59
Codes: Penal and Vehicle	60
Chain of Command	61
Officer Safety	62
Map Usage and City Orientation	64
Radio Procedures	65
Preparation for Patrol	67
Vehicle Inspection	68
Personal Appearance / Uniforms	70
Lexipol 1044	70



Field Training Manual Administrative

Special Assignments	71
Leadership.....	72
Phase 2	73
Codes: Penal, Vehicle, Business & Professions, and Municipal.....	74
Codes: Penal, Vehicle, and Municipal	75
Codes: Penal, Vehicle, and Municipal	76
Information Systems.....	77
Preliminary Investigations.....	79
Interrogation and Interview	80
Evidence Collection and Handling of Property.....	81
Tactical Communication	84
Vehicle Collision Investigations	85
Traffic Control and Scene Management.....	87
Vehicle Operations and Pursuits	88
Ethics / Citizen Complaints / Basic Responsibilities	91
Timekeeping and Payroll Information	92
Citation Issuance	93
Noise Ordinance Violations	95
Report Writing.....	96
Shoplift Investigations.....	98
Phase 3	99
Codes: Vehicle, , and Municipal	100
Bicycle Procedures.....	101
Reporting of Exposure to Infectious Diseases.....	102
Community Policing.....	103
Community Relations / Professional Demeanor	104
Field Notes	107
Field Interview Cards.....	108
Acceptable Identification.....	109
Court Appearances and Testimony	110
Animal Regulations.....	111
Persons with Disabilities	113
Hazardous Incidents.....	115
Lexipol 419	115
Hazardous Material Incidents	116
Municipal Code Enforcement.....	117
Impounding and Storing Vehicles	118
Techniques for Handling Disputes.....	120
Landlord / Tenant Disputes	121
Labor Disputes	122
Repossessions	123
Demonstrations	124
INDEX	125
Radio & Identification Codes	126



Field Training Manual Administrative

Phonetic Alphabet.....	127
Assigned Equipment List	128
Important Landmarks.....	130
Activity Log for Officer _____	136
FTO Critique Form.....	140
Attestation / Completion Record	143



PART I – Administrative Section

Field Training Manual



Welcome from the Chief of Police

Congratulations on being hired as a police officer with the San Luis Obispo Police Department. You will now have the opportunity to demonstrate the skills that you have acquired in the academy or during prior experience with another law enforcement agency. The next phase of your training is the Field Training Program. Our Field Training Program is designed to provide training and to orient new officers to our Department. For the next 14 weeks, you will work with Field Training Officers whom the Department places exceptional trust and confidence. These dedicated individuals are responsible for insuring that you receive the additional training that is needed so that you will be able to function as a competent solo officer in San Luis Obispo. While their primary purpose is training, they will also be evaluating your ability to perform as the learning process continues. The Field Training Officers will help you develop and expand your talents. A large part of your success will be contingent on your commitment, dedication, work ethic, and positive attitude. You will need to continue studying and preparing yourself. This community expects and demands a high level of professionalism from its police department.

Be prepared to work hard, learn, and have fun. You have joined a great organization that is full of dedicated law enforcement professionals. Good luck in your police career.

Deanna Cantrell
Chief of Police



Policy Statement

The San Luis Obispo Police Department has established strict performance expectations and strives to maintain the highest standards of professionalism. It shall be the fundamental goal of this department to maintain highly trained police officers. A successful training program serves to strengthen our Department's competence, thereby promoting the public's confidence.

The Field Training Program has been developed and implemented to meet this objective. This program is a function of both the Administrative Bureau and Patrol Divisions.

This Field Training Manual is an integral feature of the Program. It provides a sound structure and basic foundation for the learning process that each trainee will undergo. The Administrative Sergeant, in conjunction with the Administrative Bureau Captain, will determine the parameters of training. The standards of proficiency set by the Field Training Program are meant to ensure that each officer completing the training will have received the necessary instruction and guidance under field conditions to meet the standards of the Department.

The Administration of the San Luis Obispo Police Department is committed to the success of the Field Training Program, and fully supports it, which is consistent with the Professional Values Statement of this organization.



Professional Values

We, the members of the San Luis Obispo Police Department, are committed to the highest standards of professional integrity. Our decisions and actions are guided by these principles:

Service

We are committed to providing quality, courteous service to all members of our diverse community. We will respond to the needs of our citizens with sensitivity, treating each person with respect and fairness.

We will work with the community toward our common goal of preserving the quality of life in San Luis Obispo.

We are dedicated to maintaining a well-trained and highly effective organization, pursuing our work with a sense of enjoyment, pride, and ambition.

Accountability

We will evaluate our actions and act responsibly, both individually and collectively. In so doing, we will ensure that our behavior enhances our credibility with those we serve.

We will lead by example, and demand of each other the highest standards of professional ethics.

Teamwork

We are dedicated to working together in a spirit of shared responsibility and cooperative effort, while recognizing individual accomplishments for their contribution to the team.

Progressiveness

We are dedicated to personal and organizational growth through education, training, and evaluation.

We will pride ourselves in displaying the professionalism that is the result of our commitment to shared values, and a clear sense of direction and perspective.

We will challenge the future with creative leadership, and with a spirit of optimism and innovation.

“Service, Pride, Integrity”



The Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve all persons; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger; scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.



Goals and Objectives

The primary objective of the Field Training Program is to produce a police officer who can work in a solo capacity in a safe, skillful, and professional manner. The Program is considered an integral part of the total trainee selection process. Trainees must have successfully completed the basic police academy prior to entry into the Program. Successful completion of the Field Training Program and the full probationary period concludes the Department's selection process.

The Field Training Program is designed to insure that each trainee attains a high level of skill and professional behavior. The first fourteen weeks of the Program focus on the refinement of basic skills learned in the academy or at a previous law enforcement agency. Lateral police officers who possess a Basic certificate and have at least one year solo patrol experience may complete the Program in less time.

The San Luis Obispo Police Department's Field Training Program has been designed and implemented to facilitate the achievement of the following objectives:

1. To produce highly trained and positively motivated police officers capable of meeting or exceeding standards of performance required by the San Luis Obispo Police Department.
2. To provide standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
3. To build on a trainee's foundation of knowledge from the basic police academy, or from their past experience with another law enforcement agency.
4. To supplement the Department's screening process by providing on-the-job observation and evaluation of each trainee's performance.



Training Philosophy

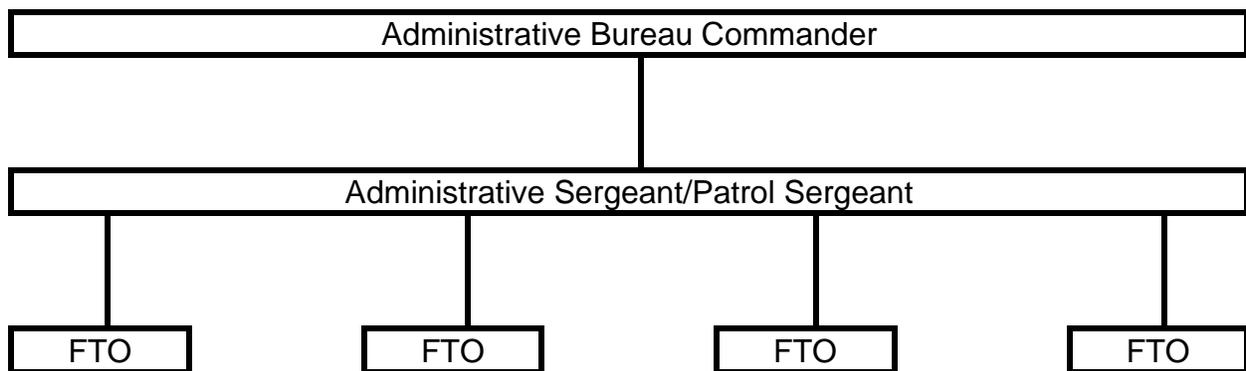
The Field Training Officers are entrusted with the responsibility of developing the people we hire as police officers - The future leaders of the San Luis Obispo Police Department.

The Field Training Officer's responsibility is two-fold. First, we must embrace a training philosophy that ensures that every trainee is given the maximum opportunity to show that they can do the job. To accomplish this we must create a positive environment in which learning is maximized. Our approach must be fair, firm, friendly, and above all, professional. The example we set must be beyond reproach. We must evaluate in an objective, straightforward manner, which emphasizes the positive as well as the negative aspects of performance. At no time will we demean or ridicule a trainee. We realize that even the least capable trainee must be treated with respect and compassion.

Secondly, we have a responsibility to the citizens of the City of San Luis Obispo. This requires that we train competent police officers. To achieve this goal, dedication and patience are required. We will measure success of trainees by observing and evaluating their progress to the point at which they are able to work as solo officers.



Field Training Program Organization Chart





Duties and Responsibilities of Field Training Program Personnel

The duties and responsibilities of each rank within the Field Training Program are outlined on the next several pages.

Administrative Captain

The Administrative Captain functions as the Field Training Program Administrator. The Captain's primary function is to maintain policy direction for the Program to ensure the Program is current with respect to legal issues and POST requirements. The Captain is also responsible for supervising the work of the Administrative Sergeant.

The Administrative Captain must be informed of the trainee's progress and any significant deficiencies as they occur. The Captain may attend FTO meetings and will be involved in decisions to extend, remediate, terminate or take other significant action with regard to a trainee. The Captain will also advise the Chief of Police on the Program status on a periodic basis.

Administrative Sergeant

The Administrative Sergeant functions as the Field Training Program Coordinator and is a member of the Field Training Staff. The Administrative Sergeant has command responsibility for the Field Training Program. The Administrative Sergeant shall attend the Field Training Administrator's Course within one year of appointment to the assignment.

The Administrative Sergeant is responsible for maintaining, overseeing and updating the entire Program operation. The Administrative Sergeant must be aware of new training innovations that may apply to the Program, as well as the identification of issues that hinder the Program's performance.

The Administrative Sergeant is responsible to assist in the selection and training of new Field Training Officers. The Administrative Sergeant is responsible for periodic refresher training and in-service training.

A primary responsibility of the Administrative Sergeant is to set the tone and philosophy of the Program. If the Administrative Sergeant displays an image of confidence, enthusiasm, and concern for the personnel involved in training, the Program itself will take on similar characteristics.

The Administrative Sergeant will review all Daily Performance Evaluations and any other information relative to the trainee's progress.



The Administrative Sergeant will schedule and moderate FTO meetings. The Administrative Sergeant is responsible for ensuring that the information presented at these meetings is applicable to the training / evaluation function.

The Administrative Sergeant will also see that the Field Training Officers (FTO's) are evaluated on a regular basis. The annual or bi-monthly evaluations will be completed by either the Administrative Sergeant or a Patrol Sergeant. The FTO will also be evaluated by trainees who have gone through the Program. The FTO's should be advised of information from these evaluations on a regular basis. The Administrative Sergeant will provide input for inclusion in the annual performance evaluation of the FTO's.

While it is the primary function of the FTO to train and evaluate trainees, the Administrative Sergeant must see that the training is relevant to the job and standardized among FTO's. The Administrative Sergeant will monitor remedial attempts and give guidance to FTO's when applicable.

The Administrative Sergeant is responsible to the Administrative Captain for the supervision of the training. Finally, the Administrative Sergeant is responsible for keeping the Administrative Captain apprised of trainee performance and Program efficiency.

Patrol Sergeants

The Patrol Sergeants will be responsible for the collection, review, and approval of all Daily Performance Evaluations received from the FTO's. The Patrol Sergeants will ensure that these evaluations are consistent with Program expectations. They will also ensure that they are submitted in a timely manner.

The Patrol Sergeants will be responsible for the dissemination of Field Training Program materials as prepared by the Administrative Sergeant. They will routinely inspect the FTO's and trainees to ensure that their appearance, conduct, and adherence to procedures meet Program expectations.

The Patrol Sergeants will assist the FTO's with the development and implementation of remedial training strategies. They are also responsible for being familiar with the trainee's performance. Should the need arise for termination, extension, etc.; the Patrol Sergeants must forward their written observations and recommendations to the Administrative Sergeant.

The Patrol Sergeants are the immediate supervisors of the FTO's and trainees. They play a vital role in the Field Training Program. Finally, the Patrol Sergeants must act as role models. They do this by maintaining a good personal appearance, following and supporting Department policy and procedure, and demonstrating a positive attitude toward the Field Training Officer, the trainee, and the Department.



Field Training Officers

The job of a Field Training Officer (FTO) is one of the most critical jobs in the Department. The future of the Department, and its ultimate success or failure, depends in large part on the quality of its FTO's. It is crucial that FTO's maintain a high level of professional integrity, demonstrate leadership skills, and a positive attitude on a daily basis. The position of an FTO is multi-faceted, which requires each training officer to excel in several different roles. Some of them include:

Supervisor:

The FTO often acts as a supervisor. The trainee will make mistakes and these mistakes are to be addressed and corrected during the training process. There are times when the trainee will do something that is viewed as minor in nature, but the FTO must take action and counsel the trainee. Depending on the severity and timeliness of the incident, it is essential that the FTO take immediate action so that the mistake becomes a learning experience. The FTO is responsible for inspection of the trainee's uniform and equipment as well as approval of all paperwork. Discrepancies will normally be brought to the FTO's attention by a supervisor so that he or she can bring about correction.

Teacher:

The teacher role may, and in most cases does, occur in the field under actual conditions. There may be other times when teaching occurs informally or during casual conversation. It is important for an FTO to create a positive learning environment and seek various opportunities to stimulate thought and conversation. Teaching may also occur in a classroom setting using lesson plans and audio-visual aids.

Evaluator:

The FTO is also an evaluator. The FTO must determine if learning is occurring or whether remedial training is necessary. Evaluation skills are of prime importance to the Program. In order to train, the FTO must be able to evaluate. Evaluation is accomplished by the use of Daily Performance Evaluations (DPE's), Remedial Training Plans, evaluation sessions, and verbal feedback.

Problem Solver:

The FTO will be placed into situations where he/she must become a problem solver for the trainee. The FTO should develop skills that allow the FTO to help the trainee solve his/her own problems. Many of the trainee's problems can be



solved by allowing them to “talk it out” and by gently guiding them through their “crisis.” Empathy is an important attribute of an FTO.

Dissemination of Information:

The FTO must ensure the trainee is obtaining the necessary Department information, i.e., briefing material, e-mail, voicemail, etc. FTO’s are also responsible for making trainees record this information and having it available upon request. The FTO’s should encourage trainees to participate in Briefing.

Role Model:

The FTO must be a positive role model. This is done by maintaining the highest level of integrity, a professional demeanor and appearance, adhering to rules and regulations, and having a positive attitude toward the trainee, the Field Training Program, and the Department.

Making Recommendations:

The FTO is responsible for recommending extension, termination, or release to solo assignment. These decisions will be made at a higher level, but is up to the FTO to bring the matter into focus. If an FTO believes a trainee should be terminated, extended, or remediated, proper documentation is required.

It would be impossible to list every conceivable FTO role in this manual. FTO’s must be flexible and adapt to change as the situation demands. If the FTO does not embrace these responsibilities, then the trainee and the Department will suffer. An FTO who does not maintain the standards set forth in this section can disrupt the entire training process. This is why it is important to emphasize the positive attitude necessary to be a professional and competent FTO.



FTO Requirements and Selection Process

Lexipol Policy 455.2

Introduction

Field Training Officers (FTO's) must have the combined skills of experienced officers and patient teachers. It is incumbent upon the Department's management to choose their training officers carefully. Many factors are taken into consideration, including integrity, leadership, experience, temperament, teaching skills, and communication skills.

Requirements

The minimum qualifications for becoming a Field Training Officer in the San Luis Obispo Police Department are as follows:

1. Must possess POST Basic certificate.
2. In accordance with the agreement between the San Luis Obispo Police Officer's Association (SLOPOA) and the City performance evaluations of "meets standards" or better for the year proceeding by the person requesting a special assignment position.
3. Effective on the date the special assignment is scheduled to begin, either 24 months as a police officer with the SLOPD or 12 months as a police officer with SLOPD and 24 months of recognized law enforcement experience with another agency as a full-time sworn officer. FTO applicants shall have at least 12 months of patrol experience, per POST requirements.
4. Limited staffing considerations and the nature of special assignments require that members be present and that sick leave absences be kept to a minimum.
5. Demonstrated ability to work independently is required by the very nature of the special assignment. Evidence of this trait will be assessed by a review of the officer's productivity and performance standards contained in evaluations prepared by supervisors during the previous three-year period.
5. Demonstrated ability to effectively relate to the public in critical interpersonal relationships is a desired quality for police officers interested in special assignments.



Selection Process

Personnel who are interested in the position of FTO should prepare a memorandum which requests consideration, describes their experience, and offers any suggestions concerning modifications to the FTO program.

The memorandum shall serve as an application and shall be directed to the Administrative Captain through the Administrative Sergeant. All applications shall be reviewed and selections shall be made in accordance with the selection guidelines detailed in Operations Directive S-13. (Special Assignment Selection)

The selected officers are required to successfully complete a POST-certified Field Training Officer Course prior to training new officers.

Administrative Information

Field Training Officers (FTO's) are expected to perform their duties as training officers and at the same time perform the job of police officer. The Department recognizes this added responsibility.

FTO's will be assigned to the program for 3 years. If an officer remains as an FTO for more than 3 years they are required to complete 24 hours of update training. This update training can be satisfied by completing a POST-certified Field Training Officer Update Course or by completing 24 hours of department-specific training in the same Field Training topics contained in the Field Training Officer Update Course.

Every re-assigned FTO, after a 3 year or longer break in service as an FTO, must successfully complete a POST-certified Field Training Officer Update Course prior to training new officers and then complete the same 24 hours of update training, described above, while they remain in the FTO assignment.

FTO's may be removed from the Field Training Program at the discretion of the Chief of Police or the Administrative Captain if it is deemed to be in the best interest of the Department.



Policies and Procedures of the Field Training Program

Lexipol Policy 455.7

Training

A Field Training Officer (FTO) must be committed to the philosophy of teaching. They must realize that training is a top priority. The FTO should be willing to bear the responsibility for the progress of the trainee, or lack thereof, until the FTO is sure that factors outside their control are not the cause of the trainee's substandard performance.

Field Training Officers will keep the Program philosophy in mind at all times. This states that Field Training Program personnel will make every effort to train and direct each trainee in ways that maximize the opportunities for success. They must remember to ensure that each trainee receives the maximum opportunity to show that they can do the job. The Administrative Sergeant, Patrol Sergeants and FTO's will always attempt to maintain a positive training atmosphere for the trainee in which learning and performance opportunities are maximized.

Field Training Officers must conduct themselves in a professional manner at all times. They must teach Department policy and procedures. FTO's should set an example by virtue of their leadership and excellence in all aspects of job performance. They should remember that the trainee will be a product of what they are taught and of the behavior that is demonstrated to them. FTO's must always "walk their talk".

FTO's should strive to be above standard in all areas of their performance.

Solo Beat Officer Concept

Field Training Officers will evaluate trainees based on the standard of competence for a solo officer. They will keep in mind the proper ratio between training and evaluation. Evaluation will be given in an honest, objective, straightforward manner that stresses positive as well as negative performance.

Daily Performance Evaluations

When completing the Daily Performance Evaluations (DPE), Field Training Officers shall refer to the Standardized Evaluation Guidelines from this Field Training Manual to ensure consistency of evaluations in the Program. At no time should another officer who has not attended a POST-certified Field Training Officer Course evaluate a trainee.

Orientation Phase

Generally, the first two weeks of the Field Training Program comprise the Orientation Phase. The FTO demonstrates how the job is done to the trainee. This is an exposure



period for the trainee, where their primary purpose is to observe. There is no evaluation done by the FTO. As appropriate, the FTO may choose to have the trainee help them with the completion of basic forms, but the trainee will not take any reports. FTO's should use the Orientation Phase as an opportunity to sign off any applicable sections in this Field Training Manual. Lateral trainees can be exempt from this phase.

Trainees as Solo Officers While in the Field Training Program

While in the Field Training Program, a trainee will not be allowed to function as a solo officer until all functional areas of this Field Training Manual have been completed. The Administrative Sergeant must approve any exception to this policy.

Use of Non-FTO's for Field Training

Officers that are not currently POST-certified FTO's will not be utilized to train an entry level trainee in the field, unless a situation occurs in which there is no alternative.

Evaluation-Only Phase (Final Phase)

During the Final Phase (the last week of the Field Training Program), the FTO will work in plainclothes as they evaluate the trainee.

FTO Meetings

The Field Training Staff will meet on dates and times designated by the Administrative Sergeant. Group discussions will be held about each trainee being evaluated by those FTO's who have observed their performance. The Field Training Staff will discuss the trainee's progress through the Program. They will also address areas where weaknesses have been identified and discuss methods to help overcome them. It is the responsibility of all FTO's to participate in these meetings and to assist with identifying training options or alternatives to assist the trainees and enable them to perform at the solo beat officer standard.

All Field Training Officers are expected to attend scheduled FTO meetings. FTO's will not discuss a trainee's progress with other Department personnel, other than those who have a need and right to know.

Patrol Sergeants involved in evaluations will ensure that positive as well as negative aspects of a trainee's performance are discussed. They will also ensure that the comments are based on direct observation and not on speculation.



Court Attendance

While the trainee is in the Field Training Program, both the trainee and the FTO will sign all reports. The FTO that was with the trainee at the time of the investigation is required to attend court with the trainee whenever the trainee goes to court. The FTO will utilize the court appearance to train and evaluate the trainee. Attendance and performance in court should be documented on the next Daily Performance Evaluation (DPE).

Field Training

FTO's will not set up training scenarios without the approval of the Administrative Sergeant or Patrol Supervisors. Trainees will always be told when a training scenario is a mock situation.

Loaded weapons will never be used in a training scenario. "Red guns" should be used and all other firearms secured.

FTO / Trainee Relationship

The relationship between the FTO and the trainee shall be that of a teacher-student and supervisor-subordinate relationship. As part of this relationship, the following is expected:

The hallmark of the relationship will be one of mutual respect. Trainees will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTO's will try not to show their anger or frustration while they are working with the trainee. Remember: praise in public, correct in private.

FTO's shall ensure that trainees follow all timekeeping and payroll procedures as related to timecards and overtime slips.

While it is the responsibility of the Administrative Sergeant and Patrol Supervisors to identify problems connected with an FTO's performance, a very important responsibility rests with each FTO to help keep the Program professional and on course. If an individual FTO identifies serious problems with a fellow FTO, then they must bring it to the immediate attention of the Administrative Sergeant or Patrol Supervisor.



PART II - Introduction

Field Training Manual



Overview of the Field Training Program

The most important step in becoming a solo police officer is the field training given to trainees by their Field Training Officer (FTO). The tried-and-true method of explaining, demonstrating, and performing is still the best way to learn.

As a new trainee, you will work with several Field Training Officers during different phases. Each will provide individual methods for handling situations. However, we take pride in providing you the opportunity to work with the best police officers in the law enforcement profession. This Field Training Manual provides a program covering the basic areas of knowledge. It also provides the individual Field Training Officer with information on the level of progression each trainee has attained. This eliminates duplication and allows more sophisticated training in areas already covered.

Trainees will be issued a copy of the Field Training Manual prior to their assignment to field duties. It should be read throughout, and re-read often, so that you and your Field Training Officer will be able to work together in your training. It should be brought to work with you every day and be accessible to your FTO for training purposes. You will be required to submit an evaluation for each of the FTO's that provided training to you. At the end of the Field Training Program you will be required to submit your Field Training Manual to the Administrative Sergeant. This manual will become part of your training file.



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Field Training Rules for the Trainee

Your Field Training Officer's directions are to be accepted and followed at all times. You will always be under the direct and immediate supervision of a qualified FTO while performing general law enforcement uniformed patrol duties. If you are temporarily assigned to a non-enforcement, specialized function for the purpose of specialized training or orientation you will not be required to be in the immediate presence of a qualified FTO while performing the specialized function.

If you believe that a specific instruction or order is improper, or an evaluation is not fair, you shall first discuss the issue directly with your Field Training Officer (FTO). If you are unable to resolve the issue, you shall ask for a meeting with the Administrative Sergeant or, in his/her absence, the on-duty sergeant. The Administrative Sergeant or on-duty sergeant's decision is final. If at a later time you still have a concern or problem, you can ask the Administrative Sergeant or on-duty sergeant to arrange a meeting with the Administrative Captain.

You will complete all assignments in a timely manner and shall follow all policies and procedures as outlined in the Department's Operation Directives.

While off duty, you shall not respond to police calls or conduct police investigations.

You must be receptive to criticism given by your FTO's. You may verbalize an explanation for your action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable.



Evaluation Program Overview

The Field Training Program is designed to provide the trainee with an environment in which to apply the training received in the police academy, and/or experience from another law enforcement agency, to the practical needs of the solo beat officer. The Field Training Officer assists the trainee with this transition. It is the police officer working on the street who has the widest range of alternatives in handling the functions they are called upon to perform. Because of the discretion and power inherent in the police role, the officer has been considered by many as the most important decision maker in society today. It is the goal of the Field Training Program to ensure that the trainee is able to meet this standard and perform as a solo beat officer.

The trainee will complete a comprehensive list of tasks to assure the FTO that they have mastered the basic police skills. The trainee will be rated daily on how well these skills are utilized in job performance.

At the end of each working day, the FTO will complete a Daily Performance Evaluation (DPE). The DPE is an evaluation of the trainee's daily performance. The DPE will be discussed with the trainee by the FTO at the end of each working day. The FTO should make every effort to complete that day's DPE prior to the end of the shift. On rare occasions, and if possible with the prior approval of a Patrol Sergeant, DPE's may be completed the next day. The DPE will then be reviewed by the Patrol Sergeant and then the Administrative Sergeant.

If the trainee's performance levels are consistently "unacceptable" in any given area, the trainee may be assigned to remedial training. This may involve the trainee entering into a Remedial Training Plan with the Department and/or additional training phases. All remedial training will be documented in DPE's. If the trainee continues an unacceptable level of performance within the Program, training time may be extended or employment may be terminated.

Final evaluations are to be typed. They are to thoroughly address each of the categories of performance listed on the DPE. They are to contain a recommendation referencing the trainee's ability to assume a solo patrol assignment, the necessity to continue with field training, or a recommendation to terminate employment. The anticipated recommendation should already have been discussed with the Administrative Sergeant so that if extended training or termination of employment is suggested, he/she can evaluate, discuss, and obtain authorization for such action.

The final evaluation, which is to be reviewed by the Administrative Sergeant, is to be directed to the Chief of Police through the Administrative Captain.



The Daily Performance Evaluation (DPE)

The completion of a Daily Performance Evaluation (DPE) for each day the trainee spends in the Program is the responsibility of the Field Training Officer (FTO).

The report is the permanent record of the trainee's performance and knowledge, corrections needed, and the efforts of the FTO to bring about change. It is the principal document used to determine the trainee's status in the Program.

This section of the Field Training Manual discusses how to complete each component of a DPE, starting with the face sheet and ending with the supplemental narrative. There is also information on how to assign numerical ratings for the trainee's performance.



The Use of Standardized Guidelines

Standardized guidelines are standards of job performance and descriptions of how well a trainee must perform in order to successfully complete the field-training program. These guidelines are to be used during each day of training and evaluation, thus the trainee should study them periodically.

Standardized guidelines are used to help:

- Validate the Field Training Program by providing an equitable evaluation process.
- Establish reliability.
- Eliminate evaluations based upon personal bias.
- Promote consistency in the evaluation process by avoiding evaluations, which reflect leniency, central tendencies, the "halo effect," related traits, and/or overweighing.

The standardized guidelines, when applied to the evaluation process, require a numerical rating system.

- | | |
|------------|--|
| 1 | Indicates that the trainee's performance is unacceptable. |
| 2 | Indicates that the trainee's performance is below average and in need of improvement. |
| 3 | Indicates that the trainee's performance is average. |
| 4 | Indicates that the trainee's performance is above average. |
| 5 | Indicates that the trainee's performance is outstanding. |
| NO | (Not Observed) indicates that there was no opportunity to observe the trainee's performance. |
| NRT | (Not Responding to Training) indicate that the trainee's performance in a particular category is not only unacceptable but that the trainee is not improving. The trainee is not responding to training. |

Any rating of 1, 5 and/or NRT requires justification in the form of a narrative.



Before and during review of the daily performance evaluation with the trainee, the FTO should:

- Review the completed DPE for thoroughness and accuracy.
- Review the DPE with the trainee in private.
- Determine what needs to be accomplished, and discuss the issues with the trainee.
- Always stress an interest in the trainee's development.
- Cover the trainee's strengths as well as weaknesses.
- Offer suggestions for improvement.
- Be open to the trainee's opinions and/or suggestions.



Standardized Guidelines

The task of evaluating and rating the trainee's performance is to be based, in part, on the following numerical ratings and their corresponding definitions. They are designed to promote standardization and continuity.

Appearance and Attitude

1. General Appearance

- (1) **Unacceptable** - Dirty uniform, brass, and/or firearm. Dirty shoes and/or leather gear. Poor grooming, including long and/or unkempt hair. Poor physical condition, including being overweight.
- (3) **Acceptable** - Neat, clean uniform including brass, shoes, and leather gear. Clean firearm. Well groomed and in good physical condition.
- (5) **Outstanding** - Neat, clean, and well tailored uniform. Very clean firearm. Exceptionally shined brass, shoes, and leather gear. Excellent grooming, physical conditioning, and poise

2. Acceptance of Feedback

- (1) **Unacceptable** - Argumentative. Consistently rationalizes negative performance. Refuses to make corrections. Does not view criticism as constructive.
- (3) **Acceptable** - Accepts criticism in a positive manner and applies it in an effort to improve.
- (5) **Outstanding** - Always receptive to criticism and often solicits it in order to make improvements.

3. Attitude toward Police Work

- (1) **Unacceptable** - No dedication to maintain or improve work skills. Abuses authority (i.e. badge heavy).
- (3) **Acceptable** - Expresses an active interest in the job.
- (5) **Outstanding** - Maintains and displays high ethical standards while dealing with peers and the public. Uses off-duty time to study and enhance job knowledge and skills.



Job Knowledge

1. Penal Code

- (1) **Unacceptable** - Does not display a working knowledge of the elements of basic penal code sections.
- (3) **Acceptable** - Displays and applies knowledge of commonly used penal code sections and is eager to improve.
- (5) **Outstanding** - Displays and applies knowledge of a large number of penal code sections. Displays inquisitiveness and resourcefulness by researching the penal code.

2. Vehicle Code

- (1) **Unacceptable** - Does not display a working knowledge of basic vehicle code sections.
- (3) **Acceptable** - Displays and applies knowledge of commonly used vehicle code sections and is eager to improve.
- (5) **Outstanding** - Displays and applies knowledge of a large number of vehicle code sections. Displays inquisitiveness and resourcefulness by researching the vehicle code.

3. Department Policy and Procedure

- (1) **Unacceptable** - Has no knowledge of policies and procedures and does not make an effort to learn.
- (3) **Acceptable** - Familiar with commonly used policies and procedures. Eager to learn.
- (5) **Outstanding** - Exceptional working knowledge of policies and procedures. Resourceful. Studies policies and procedures both on and off duty.

Performance

1. Officer Safety in General

- (1) **Unacceptable** - Frequently fails to exercise the rules of officer safety
Poor common sense
 - Allows easy access to firearm and/or baton during contacts.
 - Fails to keep gun hand free during contacts.



- Stands directly in front of violator's car door.
- Stands directly in front of a doorway when knocking.
- Fails to control a suspect's movements.
- Fails to maintain peripheral eyesight on violator while issuing a citation.
- Failing to notify dispatcher when leaving the unit.
- Failing to watch for hazardous traffic during a traffic stop.
- Failing to maintain good physical conditioning.
- Failing to provide cover for other officers during enforcement situations.
- Failing to search back seat area of the unit prior to going in service.
- Failing to maintain a ready position during contacts.
- Over-illuminating or failing to use illumination when necessary.
- Failing to use safety equipment properly.
- Failing to recognize potential hazards.
- Failing to utilize contact/cover method during suspect contacts.
- Failing to properly search a prisoner.

(3) **Acceptable** - Understands and usually applies all rules of officer safety.

(5) **Outstanding** - Excellent knowledge and application of the rules of officer safety. Vigilant but not overconfident or paranoid. Good communication skills which tend to diffuse volatile situations.

2. Officer Safety with Arrestees

(1) **Unacceptable** - failing to handcuff potential arrestees when circumstances warrant such action. Failing to pat down/search prior to transportation. Failing to maintain control of arrestee.

(3) **Acceptable** - Demonstrates sound officer safety tactics when dealing with arrestees.

(5) **Outstanding** - Not only demonstrates sound officer safety tactics but is always alert to surroundings and changing conditions, making adjustments as necessary.

3. Control of Conflict: Voice

(1) **Unacceptable** - Gives confusing or vague commands. Indecisive. Poor bearing and/or voice inflection.

(3) **Acceptable** - Generally speaks calmly, clearly, and authoritatively when necessary.

(5) **Outstanding** - Consistently gives calm, clear, accurate directions. Has very good communication skills, which tend to diffuse volatile situations.



4. Control of Conflict: Physical

- (1) **Unacceptable** - Tends to misjudge situations thus using too little or too much force. Physically weak and/or cowardly. Does not use proper restraints.
- (3) **Acceptable** - Maintains proper control of people without using excess force. Good physical condition.
- (5) **Outstanding** - Excellent judgment, knowledge, and ability when using force. Exceptional physical condition.

5. Problem Solving and Judgment

- (1) **Unacceptable** - Acts impulsively or is indecisive. Poor common sense. Consistently relies on others to make decisions.
- (3) **Acceptable** - Is decisive. Uses sound judgment and reasoning when confronting problems.
- (5) **Outstanding** - Excellent perception in foreseeing problems and is prepared to apply solutions. Makes sound decisions under stressful situations.

6. Field Performance in Routine Events

- (1) **Unacceptable** - Persistently confused and/or disoriented.
- (3) **Acceptable** - Generally assesses situations accurately and takes proper action.
- (5) **Outstanding** - requires no assistance and always takes an acceptable course of action.

7. Field Performance in Stressful Events

- (1) **Unacceptable** - In stressful situations, trainee becomes emotional and/or panic-stricken. Loses composure and/or temper.
- (3) **Acceptable** - In stressful situations, trainee exhibits calm and controlled behavior. Tends to stabilize volatile situations between people.
- (5) **Outstanding** - Trainee exhibits exceptional ability to stabilize situations. Maintains control of all volatile situations and uses good judgment in resolving them.



8. Self-Initiated Activity

- (1) **Unacceptable** - Does not see, avoids seeing, and/or avoids taking action on obvious criminal activity, suspicious activity, and/or traffic violations.
- (3) **Acceptable** – Recognizes and takes action on criminal activity, suspicious activity, and traffic violations. Develops cases through follow-up investigation.
- (5) **Outstanding** - is very attentive and recognizes even minor violations and unusual activity. Applies sound knowledge of probable cause to observations. Enjoys staying busy.

9. Report Writing: Organization

- (1) **Unacceptable** - is not able to organize thoughts into written form. Poor chronology. Does not fill in all relevant information on report forms.
- (3) **Acceptable** – Organizes events chronologically and applies necessary elements when preparing reports.
- (5) **Outstanding** - always completes detailed and chronological accounts of events. Reports are easy to read and understand.

10. Report Writing: Structure and Grammar

- (1) **Unacceptable** - Very poor sentence structure. Illegible. Very poor spelling.
- (3) **Acceptable** – Sentence structure, spelling, and grammar are good. Neat work product.
- (5) **Outstanding** - Excellent sentence structure. Very neat and thorough. Very few errors in spelling and grammar. Chronological accounts of events. Reports are easy to read and understand.

11. Report Writing: Time Expended

- (1) **Unacceptable** - requires too much time to complete very basic reports. Daydreams or conducts unnecessary business when assigned to prepare report.
- (3) **Acceptable** – Completes reports without unnecessary delay.
- (5) **Outstanding** - Has sound understanding of events and good organization skills, which allow reports to be completed thoroughly and promptly.



12. Police Radio: 10 Codes, 11 Codes, and Free Text

- (1) **Unacceptable** - Does not understand and/or has not memorized the basic 10 and 11 codes. Is not concise when using free text.
- (3) **Acceptable** – Has good working knowledge of both the 10 and 11 codes. Uses free text properly.
- (5) **Outstanding** - Excellent understanding and use of 10 code, 11 codes, and free text.

13. Police Radio: Listening and Comprehending

- (1) **Unacceptable** - Repeatedly misses his or her call sign. Does not pay attention to other important radio traffic. Frequently asks dispatcher to repeat transmissions and/or does not understand radio traffic.
- (3) **Acceptable** – Trainee understands radio transmissions and is usually alert to other important radio traffic.
- (5) **Outstanding** - Always attentive to radio traffic and understands all transmissions.

14. Police Radio: Articulation

- (1) **Unacceptable** - Does not plan before speaking thus resulting in confusion. Over- or under-modulation.
- (3) **Acceptable** – Uses codes and/or free text properly. Speaks clearly and uses short, concise transmissions.
- (5) **Outstanding** - Always uses codes and free text properly. Speaks clearly and uses short, concise transmissions. Relatively calm demeanor when transmitting in a stressful situation.

15. Driving Skills - Routine Operation

- (1) **Unacceptable** - often violates sections of the vehicle code. Lacks good driving skills and/or causes accidents.
- (3) **Acceptable** – Maintains good control of vehicle and remains alert. Judicious use of speed. Exercises defensive driving techniques.
- (5) **Outstanding** - Sets a good example by judicious operation of vehicle and by being courteous. Maintains good control of vehicle even when using the radio. Pulls aside and stops (when appropriate) to write information received from dispatcher.



16. Driving Skills - Emergency or Stressful Situations

- (1) **Unacceptable** - Unnecessary and/or unapproved use of code three. Overuses emergency equipment. Excessive speed and/or poor control of vehicle when excited.
- (3) **Acceptable** – Maintains good control of vehicle and evaluates traffic conditions properly.
- (5) **Outstanding** - Excellent driving skills combined with good judgment. Well oriented while operating code three.

17. Orientation and Response Time

- (1) **Unacceptable** - Consistently unfamiliar with his/her whereabouts. Does not know how to get to common landmarks. Easily confused. Poor use of and/or constantly refers to map
- (3) **Acceptable** – Reasonable knowledge of whereabouts including landmarks and how to reach them. Is learning and remembering shortcuts.
- (5) **Outstanding** - Excellent familiarity with city streets and landmarks. Uses map properly. Familiar with most shortcuts and uses them to advantage.

Interpersonal Relationships

1. With Citizens

- (1) **Unacceptable** - Abrupt, belligerent, and/or overbearing. Treats minorities discourteously. Introverted and/or uncommunicative
- (3) **Acceptable** – Generally courteous, friendly, and empathetic. Good communicative skills.
- (5) **Outstanding** - Always courteous, friendly, and empathetic. Establishes good rapport and is always objective. Excellent communication skills; one-on-one or in groups.

2. With Other Employees

- (1) **Unacceptable** - Argumentative and/or belligerent. Insubordinate, uncommunicative, and/or discourteous.
- (3) **Acceptable** – Generally courteous, friendly, and helpful. Readily accepts constructive criticism whether it is from supervisor or peers.



- (5) **Outstanding** - Always courteous, friendly, and helpful. Readily accepts constructive criticism. Perceived as a team player with potential leadership qualities.

A recruited police officer who has patrol experience is commonly referred to as a "lateral" and is estimated to receive between eight and ten weeks of training before assuming a solo patrol assignment. A greater degree of experience, however, may allow for a shorter training period.



Daily Performance Evaluation

TRAINEE	FTO
DATE	WEEK #

EVALUATION INSTRUCTIONS: Rate performance based on standardized guidelines. Specific comments are required for all ratings of 1, 5 and/or NRT.

- 1** Unacceptable (requires narrative)
- 2** Progressing Satisfactorily
- 3** Average
- 4** Above average
- 5** Outstanding (requires narrative)
- NO** Not Observed
- NRT** Not Responding to Training (requires narrative)

ATTITUDE AND APPEARANCE								
General appearance	1	2	3	4	5	NO	NRT	
Acceptance of feedback	1	2	3	4	5	NO	NRT	
Attitude toward police work	1	2	3	4	5	NO	NRT	
JOB KNOWLEDGE								
Penal code	1	2	3	4	5	NO	NRT	
Vehicle code	1	2	3	4	5	NO	NRT	
Department policies & procedures	1	2	3	4	5	NO	NRT	
PERFORMANCE								
Officer safety: general	1	2	3	4	5	NO	NRT	
Officer safety: arrestees	1	2	3	4	5	NO	NRT	
Control of conflict: voice	1	2	3	4	5	NO	NRT	
Control of conflict: physical	1	2	3	4	5	NO	NRT	
Problem solving and judgment	1	2	3	4	5	NO	NRT	
Field performance: routine	1	2	3	4	5	NO	NRT	
Field performance: stress	1	2	3	4	5	NO	NRT	



Field Training Manual Introduction

Self-initiated activity	1	2	3	4	5	NO	NRT
Report writing: organization	1	2	3	4	5	NO	NRT
Report writing: structure/grammar	1	2	3	4	5	NO	NRT
Report writing: time expended	1	2	3	4	5	NO	NRT
Radio: 10 & 11 code, free text	1	2	3	4	5	NO	NRT
Radio: listening/comprehension	1	2	3	4	5	NO	NRT
Radio: articulation	1	2	3	4	5	NO	NRT
Driving skill: routine	1	2	3	4	5	NO	NRT
Driving skill: stress	1	2	3	4	5	NO	NRT
Orientation and response time	1	2	3	4	5	NO	NRT
INTERPERSONAL RELATIONSHIPS							
With citizens	1	2	3	4	5	NO	NRT
With other employees	1	2	3	4	5	NO	NRT



COMMENTS

Most acceptable performance today

Least acceptable performance today

Other Comments:

REVIEWED BY:

TRAINEE:

FTO:

SUPERVISOR:



Field Training Officer Meetings

The regular meeting of the Field Training Staff is important to the maintenance of the Program's integrity and objectivity. Without them, certain goals relevant to Program success will be difficult, if not impossible, to achieve.

The meetings are chaired by the Administrative Sergeant. A businesslike tone must be set and the participants must agree to an open and objective exchange of information.

A variety of things can be accomplished at each session. They are:

1. A time for Field Training Officers (FTO's) to report on the strengths and weaknesses of their trainees. Additionally, FTO's are required to provide examples of performance that has led them to these conclusions. FTO's are required to describe what they have done to remediate unsatisfactory performance.
2. Training for the FTO's takes place in one or two ways at the sessions. First, formal training may be presented (i.e., a film, lecture, demonstration, etc.). Second, FTO's can learn from other FTO's about techniques that they can use to remediate observed deficiencies.
3. An examination of each trainee's Field Training Manual is conducted to see if it is up to date and to determine the reason if it is not.
4. Feedback is provided to each of the attendees. The opportunity for positive reinforcement is present, and the Administrative Sergeant uses the session as a time to evaluate each FTO's relationship with their trainee.
5. The meeting usually closes with a review of each trainee's progress and recommendations about their status in the program.



Recommending Extended Training or Termination

If it is determined at the end of the field-training program that a trainee is not prepared to assume a solo patrol assignment, but is in need of additional training, such recommendation should be made. This recommendation shall be made in the final evaluation and shall include an estimation of the additional time needed in training as well as the specific areas in which improvement is necessary.

This recommendation should have already been discussed with the administrative sergeant so he/she has had an opportunity to evaluate, discuss, and obtain authorization for such action.

If, during or at the end of the field-training program, it is believed that the trainee's performance is such that employment should be terminated, it will be necessary to gather all relevant documents concerning the trainee's performance. A memorandum summarizing the trainee's performance, the final evaluation including the recommendation and all other relevant documents shall be directed to the administrative captain through the administrative sergeant. The memorandum should reflect the FTO's opinions concerning the trainee's performance and not be improperly influenced by other people's opinions. The memorandum, as well as the evaluations, should reflect positive aspects of performance as well as the deficiencies, which serve as the basis for the recommendation to terminate employment.

An Introduction to Remedial Training

Every Field Training Officer (FTO) knows of their obligation to train and evaluate, but many overlook the follow-up aspect of that role: to correct observed deficiencies in the areas of knowledge, skills and attitudes. It is not sufficient to point out what is wrong and to report on it. What is required is that the FTO then do something to help the trainee improve. This is called "remediation."

Remediation is defined as a correction or review of previously taught information or procedures. "Previously taught," for our purposes, does not include any training that the employee received in an academy or basic training setting. Another way of expressing this is that we will give the trainee "one free pass" while in the Field Training Program. The first time that a skill or subject is explained or demonstrated by the FTO, it shall count as the very first training experience.

What behavior requires remediation?

Simply put, anything recognized as a performance deficiency requires remediation. But, unfortunately, some performance deficiencies have, as their root cause, something that the FTO cannot correct. Some examples are immaturity, absence of a positive self-image, lack of common sense or life experience, worldliness, and fear. These are



attitudinally based and are occasionally so deeply ingrained in the trainee's behavioral package that the desired change cannot take place. It is wrong, however, to automatically assume that a failure to perform well is linked to one of the above reasons. It is most likely that inexperience and an absence of sufficient practice has led to the problem. The FTO's role is to help the trainee overcome the difficulty and to give them an opportunity to learn and perform.

Who remediates?

Initially, it is the FTO's responsibility to provide the correction or review that is remediation. It is typical and common that most problems can be resolved by the FTO, but occasionally this may not be the case. The Field Training Program staff must be prepared to sometimes invoke creative and even "heroic" efforts to bring about the change desired. The use of outside resources is one of the more effective methods that are frequently overlooked. Consultation with the Department's psychologist may be of value in determining the best approach to remediation.

When does one begin remediation?

Remediation begins when the problem is observed or as soon after that as practical. Remediation may be in the form of a simple comment (e.g. "This word is spelled..." or "Remember to keep your gun hand clear..."). These types of remedial efforts or remedial comments often take place simultaneously to the viewed mistake. Other remediations may take place at a time and place away from the actual event.

Again, the important things to remember are that (1) an error must be corrected, and (2) that correction should come as soon as we can do it without interfering with our service responsibility.

What are the steps to remediation?

1. Being as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.
2. Reflect on, and attempt to determine, what has been tried and found to be effective with similar performance problems.
3. Develop a plan. It should reflect what the trainee is expected to accomplish, under what conditions, within what time frame, and using what resources.
4. Implement the plan and evaluate its success. If the goal was not achieved, return to step one.



Some final thoughts...

Most remedial efforts take place in an "ongoing" way as the trainee and Field Training Officer interact. Most are relatively simple in approach. The problems that do not seem to go away are the ones which call for the formal approach noted above and may actually require an extended stay in the Field Training Program. Consider using a formal Remedial Training Plan when developing your strategy and be sure to document the plan and the results.

Above all, take credit for your remediation efforts. Documentation of remediation may turn out to be the critical factor in the event of a recommendation for extension or termination.



Remedial Training Strategies

For any identified deficiency, the number of remedial training strategies is countless, and is limited only by imagination and feasibility. Strategies should not be dangerous, demeaning, harassing, or expose the Department to liability. Factors presented in the introduction to this chapter must be carefully weighed before undertaking a Remedial Training Plan.

The following suggestions and strategies, some of which are non-traditional, may be applicable for (1) assisting the trainee gain proficiency with items in the Field Training Manual or (2) designing Remedial Training Plans. Remember that the first step is always to accurately diagnose the problem.

Role Plays and Simulations

This is a superb tool for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a role play. (Concern: live weapons involved)
2. No "live" weapons should be involved. "Red guns" should be used, and all "live" weapons secured away from the training area.
3. Choice of location so as not to involve unknowing, concerned citizens.
4. Selecting role players who understand the win-win philosophy. (If the trainee does it right, they win!)

Role Reversals

Similar to role plays, here the Field Training Officer (FTO) reverses roles with the trainee. The trainee watches the FTO perform a task in the same incorrect manner that the trainee has done. The trainee is then required to critique the FTO and offer suggestions for improvement.

Commentary Driving

This technique involves the senses of touch, sight, and hearing in the learning process. The trainee is advised to maintain a running commentary on what is observed while operating the vehicle or riding as a passenger. This technique can be useful in teaching a variety of skills.



When driving skills are being taught, the trainee's recitations should focus on street and traffic conditions, traffic control devices, and defensive driving information.

When self-initiated field activity is being taught, the trainee should direct their attention to people and things which would be of police interest. The intent of this training is to move the trainee from "looking" as a civilian to "seeing" as a police officer does.

When orientation skills are being taught, the trainee provides a commentary of the (1) direction of travel, (2) location by intersection and (3) identification of landmarks.

Commentary Thinking

This technique is especially useful for those new officers who routinely know what to do, but become muddled or disjointed once subjected to stressful situations.

Commentary thinking is simply thinking out loud. The trainee is instructed to talk out their thoughts. For example, if they are en route to a particularly stressful call, then they must tell the Field Training Officer (FTO) what the call is, how they will get there and, once there, what their actions will be. In this way, they must order their thoughts and present them to the FTO in a clear and logical manner.

An important benefit of this exercise is not only the "putting in order" of their thoughts and actions, but to slow their thought process and prevent "overload." We have all been in situations where our minds raced so fast that our actions have not been able to keep up. An example might be when you try to write down an interesting idea. Your thoughts flow much faster than you can write. This is what happens to some trainees when confronted with a situation with which they are uncomfortable. By having them "talk out" their thoughts, their thinking will revert to a slower, more understandable pace. This process will also have a calming effect and reduce stress.

Flash Cards

When a trainee makes flash cards, it may enhance the learning process because more than one "learning sense" comes into play. Flash cards are particularly effective with such subjects as radio codes, orientation skills, vehicle or criminal statutes and elements, report form selection, and spelling.

Spelling Quizzes

The Field Training Officer (FTO) keeps track of words which are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, they may wish to practice writing the words a number of times.



Self Evaluations

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a Daily Performance Evaluation (DPE) at the end. The DPE should be labeled "Self Evaluation." The FTO should complete the regular DPE. Both parties should then review and compare the two DPE's at the end of the shift. This technique should be employed infrequently (no more than once every two to three weeks) or it will lose its effectiveness.



Non-Traditional Remedial Training Strategies by Subject

Seven common trainee problem areas are listed below, along with a number of remedial training strategies designed to help correct each one. It is critical to remember with any remedial training to document your efforts and the trainee's performance.

Report Writing

- a. Use report writing exercises.
- b. Pull some good and bad reports as examples. Be sure to remove the author's name.
- c. Interview detectives, instructors, attorneys and judges as to what they think make a good report.
- d. Have the trainee enroll in a writing class, or obtain and read library books on the subject.
- e. Develop checklist to include elements of crimes for the more common calls.
- f. Suggest that the trainee purchase a spelling computer.
- g. Have the trainee view professionally-produced videos.
- h. Have the trainee spend time working with a tutor.

Orientation Skills

- a. Give the trainee copies of a map which contains the streets but no names. Have the trainee fill in the names.
- b. Verbal and written quizzes on the hundred blocks, landmarks and other important locations.
- c. Throughout shift ask the trainee, "Where are we now?"
- d. Give the trainee addresses, transparencies and a marker. Have them trace the route to the location.
- e. Have the trainee study maps of the City.



Directing Traffic

- a. FTO draws diagrams for the trainee to place themselves, traffic flow, ideal locations for fire and medical response, etc.
- b. Shut down an intersection and let the trainee practice. Start with quiet intersections and build to busier ones.
- c. Have the trainee speak with other FTO's, traffic officers, etc.
- d. Have the trainee speak with fire and medical responders for their perspective.
- e. Request special assignments for these types of calls.

Traffic Stops

- a. Role play, in a parking lot, using other FTO's and vehicles.
- b. Videos – film the trainee in action so they watch themselves.
- c. Have the trainee speak or ride with a traffic officer.
- d. FTO draws diagrams for the trainee to place themselves, vehicle positions, ideal locations for stop, etc.
- e. Use miniature cars for placement.
- f. Develop a checklist: first written, then mental.
- g. Verbal and written quizzing on traffic codes and elements.
- h. Have the trainee practice completing citations and warnings on copied blank forms.

DUI Investigations

- a. Role reversal with the FTO making actual stops and the trainee doing the DUI evaluation.
- b. Role play in a parking lot using other FTO's and vehicles.
- c. Videos – film the trainee in action so they watch themselves.
- d. Show videos from previous DUI arrests.



- e. Interview DUI officers, instructors and attorneys.
- f. Review old DUI reports. Be sure to delete the author's name.
- g. Review the DUI chapter of the California Peace Officers Legal Sourcebook.
- h. Have the trainee ride with a traffic officer.
- i. Develop a checklist for procedures and forms.

Courtroom Demeanor

- a. Interview detectives, instructors, attorneys and judges as to what they think make a good witness.
- b. Take the trainee through various courtrooms.
- c. Have the trainee observe a trial.
- d. Conduct a mock trial.
- e. Have the trainee perform a courtroom role play, using one of their citations or reports.

Investigative Procedures

- a. Interview investigators, instructors and attorneys as to what they think make a good investigation.
- b. Verbal and written quizzing on crime elements.
- c. Have the trainee spend some time with a CSI officer.
- d. Tour a crime laboratory.
- e. Follow one of the trainee's cases through with the assigned investigator.
- f. Create a mock crime scene.

High Risk Stops

- a. Practice visualization techniques, and develop a checklist for verbal commands.



- b. Role plays with the trainee as officer and a suspect, daylight and darkness.
- c. FTO draws diagrams for the trainee to place themselves, vehicle positions, ideal locations for stop, etc.

Domestic Disputes

- a. Use models (dolls, play house, etc.) for placement.
- b. Role plays using other FTO's, etc.
- c. Interviews with victim advocate groups, etc.
- d. Attend an Order of Protection hearing.
- e. Request special assignments for these types of calls.

Radio Procedure and Codes

- a. Role plays
 - What is going on with other officers?
 - Sample sentences/codes.
 - Describe a scenario and ask the trainee how to say it on the radio.
- b. Obtain a tape recorder that you and the trainee use as a radio in role plays, and allow them to listen to themselves.
- c. Have the trainee speak in codes rather than English.
- d. Assign the trainee to a shift in Communications to work with a dispatcher. Have them log the codes and then decipher to English, turning in the final product.
- e. Have the trainee listen to a scanner.
- f. Have the trainee read all license plates phonetically.
- g. Listen to old Communications tapes.
- h. Have the trainee practice running names.

Accident Investigation

- a. Have the trainee ride with a traffic officer



- b. Develop a checklist for steps to completion.
- c. Review past reports and diagrams.
- d. Create a scenario and have the trainee draw a diagram.
- e. Request special assignments for these types of calls.
- f. Using crayon attached to the corners of a block, show tire skids, etc.
- g. Visit driving track skid pan.
- h. Observe an autopsy for occupant injuries, etc.
- i. Visit a junkyard for damage estimates, etc.
- j. Identify items of evidentiary value and the proper collection and preservation techniques.
- k. Explain the value of photographs.

Rapport with Citizens

- a. Increase exposure to public.
- b. Role plays.
- c. Videotape the trainee's contacts. Have them review and critique themselves.
- d. Assign the trainee to work with one of the Department's volunteers.

Total Confusion

- a. Have the trainee complete a self-evaluation.
- b. Develop a flow chart of basic tasks.
- c. Have the trainee speak with and/or observe Field Training Officers, and supervisors
- d. Flash cards.
- e. Read past case reports.



- f. Role plays scenarios.
- g. Organize the car the way the trainee is comfortable.
- h. Have the trainee list their perceptions of the job.



PART III – Training Guide

Field Training Manual



Introduction

This Field Training Guide should be used to instruct recruited police officers in the various situations and duties they will likely encounter during their careers with the San Luis Obispo Police Department. It is believed that the training topics herein, if learned and applied, will build a sound foundation for the officer's law enforcement career.

A recruited police officer is expected to care for his/her Field Training Guide and to present it to the FTO and/or supervisor upon request. The FTO will use the guide, and immediate supervisors should make periodic checks to ensure that training is progressing properly and systematically.

The Field Training topics are scheduled over a 14-week period. In the case of training a "lateral," training phases can be combined to facilitate a shorter training period.

To assure systematic training, FTO's shall write their initials on each page containing the topics they have provided instruction on and have demonstrated. The trainee will then write their initials after they have demonstrated acceptable performance on the topic.

The Field Training Guide was designed to allow for an orderly yet flexible presentation of training. The topics are arranged strategically and should normally be accomplished by the end of their corresponding phase number. If circumstances warrant that a topic or topics be addressed earlier or out of sequence, then the training should be accomplished in such a manner.

In addition to the instruction received from the FTO, the trainee is encouraged to do other studying to enhance job knowledge. Suggested areas of study are listed as references in the training guide. They include Operations Directives, the Rules and Regulations Manual, the Rotational Watch Training Manual, the Safety Manual, the Legal Sourcebook, the Evidence Manual, the Report Writing Manual, the Collision Report Manual, and the video library.

In addition to the Daily Performance Evaluations you will receive from your FTO, you will also receive quarterly evaluations by a supervisor throughout your probationary period.



Estimated Training Periods and Evaluation Schedule

For a police officer without patrol experience (entry):

Week 1-3	Phase 1 Orientation and Initial Training, no evaluations
Weeks 4-9	Phase 2 Training continued and Daily Performance evaluations
Weeks 10-15	Phase 3 Training continued and Daily Performance Evaluations
Week 16-17	Phase 4 FTO in plain-clothes and Final evaluation and recommendation.

**Trainee's typed critique of the Training Program and the FTO's is due at the conclusion of the Training Program.*

FTO's will complete and End of Phase report at the end of each phase except phase 4. The report shall detail the trainee's significant strengths and weaknesses, as well as list specific training provided during the phase. The report will also list recommendations for training needed by the trainee during the next phase.

For lateral police officer with at least one year prior solo patrol experience:

Week 1	Phase 1 Orientation/initial training and Daily Performance Evaluation is optional
Weeks 2-8	Phase 2 Training continued and Daily Performance Evaluation
Weeks 8-10	Phase 3 The training program for a lateral is expected to be completed between eight and ten weeks. During the final week of this phase, the FTO is to accompany the trainee in plain clothes for a minimum of 24 hours. DPE's are optional during the final week. The final evaluation and recommendation are due at the conclusion of this week.

**Trainee's typed critique of the Training Program and the FTO's is due at the conclusion of the Training Program.*

FTO's will complete and End of Phase report at the end of each phase except phase 4. The report shall detail the trainee's significant strengths and weaknesses, as well as list specific training provided

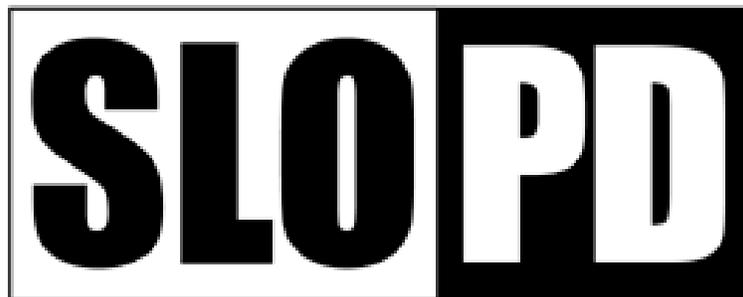


Field Training Manual Index

during the phase. The report will also list recommendations for training needed by the trainee during the next phase.



Phase 1



SAN LUIS OBISPO POLICE DEPARTMENT



Codes: Penal and Vehicle

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
 - a. 40300.5 VC:
 - b. 40302 VC:
 - c. 40303 VC:
 - d. 40305 VC:

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Chain of Command

Performance Objectives: The trainee will have a working knowledge of the Department's chain of command and structure, and be able to identify each Division's organizational functions.

1. The trainee will know that the chain of command provides for a logical flow of policy, orders, reports and information. The direction (up or down) is determined by the nature of the command.
2. The trainee will know that the chain of command, flowing upward from the line personnel proceeds through one's immediate supervisor to that person's immediate supervisor and so on, to the Chief of Police. The precise chain may depend on an individual's assignment or unit.
3. The trainee will also understand the chain of command will be followed whenever possible, unless the nature of the information reasonably dictates otherwise.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Officer Safety

Performance Objectives: The trainee shall know and understand the mental, physical, and tactical considerations for officer safety.

1. The trainee will identify the tenets of fundamental officer safety.
2. The trainee will identify patrol techniques that minimize the possibility of an officer entering into an ambush “set-up.” Check premise files prior to contact if possible.
3. The trainee will identify the following tactics which can be used by the driver of a vehicle that comes under sniper attack:

[REDACTED]

4. The trainee will identify the following psychological phenomena which affect an officer’s ability to successfully counter a life-threatening attack, including:

[REDACTED]

5. The trainee will identify safety / tactical considerations when dealing with violent suspects:

[REDACTED]



Field Training Manual Index

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Map Usage and City Orientation

Performance Objectives: The trainee will demonstrate proficiency in the use of the City map.

1. The trainee will be familiar with the Neighborhood Officer Program.
2. The trainee will explain the block numbering system within San Luis Obispo.
3. The trainee will explain the house and business numbering system.
4. The trainee will be able to effectively use the map in locating and responding to various locations within the City.
5. The trainee will know the names and locations of important types of roads within each zone, such as:
 - a. Major arteries
 - b. "Through" and "dead end" streets
 - c. Freeway entrances and exits
 - d. Fire trails and other special access roads
 - e. One-way streets
 - f. Streets that change names, i.e. Higuera vs. South Higuera

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Radio Procedures

Performance Objectives: The trainee will know and understand the Department's policies on radio procedures.

1. The trainee will demonstrate the mechanical operation of the patrol vehicle's radio equipment and the portable radios:
 - a. Power switch
 - b. Proper hand / mouth microphone positions
 - c. Squelch and volume controls
 - d. Channel selection and circumstances where different frequencies would be utilized
2. The trainee will demonstrate proficiency in the proper procedures and techniques of radio communications. This will minimally include:
 - a. The ABC's of radio demeanor (accuracy, brevity, clarity / courtesy)
 - b. Waiting until the air is clear before pressing the transmit button
 - c. Pressing the transmit button firmly and speaking calmly and clearly into the microphone to ensure even modulation
 - d. Recognizing emergency traffic and saving routine and non-emergency transmissions until the termination of the emergency. Know the meaning of Code 33.
 - e. Knowing the different radio designations
 - f. Know the difference between Code 2 and Code 3 and 11-99
 - g. Ensure message acknowledgment
 - h. Commonly used radio codes
3. The trainee will memorize the Department's phonetic alphabet and agency radio codes, including commonly used Penal Code section numbers and codes for dispatching emergency vehicles.
 - a. The trainee will assume general communications responsibility and will demonstrate the ability to properly use the radio
4. The trainee will properly designate themselves in and out of service over the police radio. They will be responsible for knowing what is occurring on their beat. They shall know the locations and assignments of other officers.



Field Training Manual Index

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Preparation for Patrol

Performance Objectives: The trainee will be familiar with the procedures on how to prepare for their assigned shift.

1. The trainee will know what resources are available to them prior to working their assigned shift (e.g. Daily Activity Logs, information boards in Briefing, and “BOL” [Be On the Lookout] information).
2. The trainee will know what equipment they are required to bring when reporting for duty (e.g. uniform, safety equipment, writing implements, report forms, clip board, etc.).
3. The trainee will take notes on important information during Briefing.
4. The trainee will know they are required to check their voicemail at a minimum of every work shift.
5. The trainee will know how to access their City e-mail account, and will regularly sign in to check for important information.
6. Trainee will check out a patrol box after briefing and complete the appropriate documentation for the box.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Vehicle Inspection

Lexipol 705

Performance Objectives: The trainee will know and understand how to conduct a vehicle inspection.

1. The trainee will be familiar with the patrol unit and equipment checkout:
 - a. Inspect vehicle for damage and repair, prior to start of shift
 - b. Check regular & emergency lights, horn and siren
 - c. Check interior of unit (underneath the front and rear seats, and the trunk), prior to the start of shift, and immediately after transporting a prisoner
 - d. Check flares and cones
 - e. Fire extinguisher
 - f. Gasoline
 - g. Vehicle cleanliness
 - h. Check radio
 - i. Documenting / notification of defects
 - j. Shotgun / AR-15
 - k. First aid kit
 - l. Blanket
 - m. Evidence bags and packaging materials
 - n. Hand cleaning gel
 - o. Plastic gloves
 - p. Roll-a-tape
 - q. Mask and CPR breathing device
 - r. Dashboard gauges
2. The trainee will know the Department's policy on repair and servicing of patrol vehicles and know that all damage to City vehicles should be immediately reported to the on-duty supervisor. Any damage to a City vehicle will be documented. Trainee will know proper way to deadline a unit.
3. The trainee will know how to secure the unit at the end of the shift.
 - a. Inspection for damage and/or wear
 - b. Fueling at the Corp Yard
 - c. Use of gate access code
 - d. Turn radio, video, MDC, and radar off



Field Training Manual Index

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Personal Appearance / Uniforms

Lexipol 1044

Performance Objectives: The trainee will know and understand the Department's policy on uniforms and equipment damage.

1. The trainee will know the Department's policy on safety equipment and the procedure to carry non-issued equipment.
2. The trainee will know the Department's policy on grooming standards.
3. The trainee will possess the proper uniform, which will be inspected regularly. The trainee will also know the appropriate attire for attending court.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Special Assignments

Lexipol 1027

Performance Objectives: The trainee will understand the functions of other divisions of the police department.

In no particular order and as time/staffing allows, the trainee shall:

1. be assigned to the Property Clerk/Evidence Technician for 1 hour
2. be assigned to SET for 1 day
3. be assigned to the Investigations Division for 1 day
4. be assigned to the Traffic Division for 2 days
5. be assigned to the Communications Division for 4 hours
6. be assigned to the Records Division for 4 hours
7. be assigned to the Administrative Analyst for 30 minutes
8. be assigned to the Neighborhood Outreach Manager for 30 minutes
9. shall attend a training at the SLO County District Attorney's Office for 6 hours

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Leadership

Performance Objectives: The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

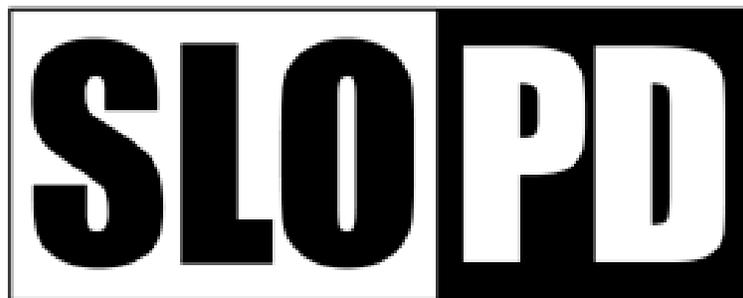
1. The trainee shall describe through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:
 - a. Integrity
 - b. Credibility
 - c. Trust
 - d. Discretion
 - e. Duty
 - f. Loyalty
 - g. Honesty

2. The trainee shall assess and explain his/her leadership role within the Department with clear consideration of the organization’s vision, mission, and values statement.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Phase 2



SAN LUIS OBISPO POLICE DEPARTMENT



Codes: Penal, Vehicle, Business & Professions, and Municipal

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
 - a. 459 PC:
 - b. 484a PC:
 - c. 484e PC:
 - d. 484f(a):
 - e. 484f(b):
 - f. 487 PC:
 - g. 488 PC:
 - h. 496(a) PC:
 - i. 666 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
 - a. 10851 VC:
 - b. 14601.1 VC:
 - c. 31 VC:

3. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:
 - a. 9.04.010 SLMC:
 - b. 9.12.050 SLMC:
 - c. 9.12.050 SLMC:

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Codes: Penal, Vehicle, and Municipal

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
 - a. 4462.5 VC:
 - b. 16028(a) VC:
 - c. 20002(a) VC:

2. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:
 - a. 9.20.030 SLMC:
 - b. 9.20.050 SLMC:
 - c. 8.16.030 SLMC:

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Codes: Penal, Vehicle, and Municipal

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
 - a. 594(a) 1,2,3 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
 - a. 14603 VC:
 - b. 14606a VC:
 - c. 14607 VC:
 - d. 13353 VC:
 - e. 13202.5 VC:

3. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:
 - a. 5.16.070 SLMC:
 - b. 5.48.020 SLMC:
 - c. 06.20.010 – 060 SLMC:
 - d. 10.68.060-120 SLMC:
 - e. 10.72.010 SLMC:
 - f. 10.72.100 SLMC:

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Information Systems

Lexipol 813

(Criminal History, CLETS Access)

Performance Objectives: The trainee will know about the various law enforcement computer systems that are available for query, what information is available from them and the laws and Department policies that regulate access of information from these computer systems.

1. The trainee will know the purpose of the following computer systems and how to access them:
 - a. CLETS (California Law Enforcement Telecommunications System)
 - b. Department of Motor Vehicles System (DMV)
 - c. Automated Property System (APS)
 - d. Stolen Vehicle System (SVS)
 - e. Wanted Persons System (WPS)
 - f. National Crime Information Center (NCIC)
 - g. Supervised Release File (SRF)
 - h. Automated Firearms System (AFS)
 - i. Domestic Violence Restraining Order System (DVROS)
 - j. Missing / Unidentified Persons System (MUPS)
 - k. Automated Warrant System (AWS)
 - l. Criminal Justice Information Control (CJIC)
 - m. Picturelink Database System
 - n. Mobile Data Computer terminals (MDC)
 - o. Police reports system
 - p. LIVESCAN fingerprinting / pre-booking system
 - q. Summit
2. The trainee shall be able to identify circumstances where an inquiry into a law enforcement information system would be necessary. These may include:
 - a. To locate information on lost, stolen, or recovered property (including vehicles)
 - b. To establish probable cause for a search or an arrest
 - c. To verify the validity of a driver's license, vehicle registration, or occupational license
 - d. To determine if a person is wanted
 - e. To determine the status of a person on parole or probation
 - f. To report or locate a missing person
3. The trainee shall know and understand the following regarding access and use of the various law enforcement computer systems:



- a. 502 PC
 - b. That all MDC transmissions are public information and are also subject to administrative audit and review.
 - c. Must complete CLETS Less Than Full Access training before accessing the system
4. The trainee will understand the department’s telephone system, including:
- a. Extension directory
 - b. Official vs. personal calls
 - c. Recorded line
 - d. Voicemail
 - e. Transferring calls

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Preliminary Investigations

Performance Objectives: The trainee will demonstrate the ability to conduct a preliminary investigation.

1. The trainee will effectively conduct a preliminary investigation that would minimally include:
 - a. Location and identification of suspects, witnesses, and victims
 - b. Conduct initial interviews
 - c. Complete field notes, noting conditions and events
 - d. Securing the crime scene and/or collecting evidence
2. The trainee will properly obtain all information necessary for the completion of a thorough preliminary investigation of a reported crime.
3. The trainee will be responsible for knowing what sources of information are available to them for preliminary investigations.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Interrogation and Interview

Performance Objectives: The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information obtained in a written report.

1. The trainee will identify those systematic steps that an officer should take in preparing for an interview:
 - a. Separate the involved parties and ask direct and brief questions
 - b. Let the person being interviewed do the majority of talking
 - c. Control the interview. Avoid rambling by the person being interviewed
 - d. Avoid leading questions except when absolutely necessary
 - e. Put the person being interviewed at ease and develop a rapport
 - f. Write statements verbatim, from the person being interviewed, where appropriate. Do not improvise nor make assumptions
 - g. Take clear and concise notes and record when necessary

2. The trainee shall discuss the ramifications of the Miranda warning and shall discuss when, where, and why it should be used.

3. The trainee shall know the laws regarding Miranda warnings for juveniles.

4. The trainee will describe the contents of a good statement. These contents will minimally include:
 - a. Answering the questions: Who, What, When, Where, Why, and How the event happened
 - b. How many people were involved

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Evidence Collection and Handling of Property

Lexipol 803

Performance Objectives: The trainee will acquire knowledge of the proper means of identification, collection, and preservation of evidence. The trainee will also understand the concept of chain of custody.

1. The trainee will protect the crime scene.
2. The trainee will identify those items at a crime scene that should be treated as evidence.
3. The trainee will properly take property and evidence into their custody and document it in a police report.
4. The trainee will properly take found property into their custody and document it in a police report
5. The trainee will properly book the property into evidence:
 - a. Marking evidence
 - b. Forms
 - c. Lockers
6. The trainee will identify the correct methods for collecting, marking (or tagging), and/or packaging evidence:
 - a. Fingerprints
 - b. Tools and tool marks
 - c. Firearms
 - a) Do not remove rounds
 - a) Preserve location of rounds
 - a) Document
 - a) Photograph
 - d. Bullets and projectiles
 - e. Shoe prints and tire tracks
 - f. Bite marks
 - g. Questioned documents
 - h. Paint and glass
 - i. Hair, fibers, and blood
 - j. Soil
 - k. Narcotics
 - 1) DOJ forms



- 2) Witness officer to verify amount and document before placing in DOJ envelope
 - 3) Weigh item with DOJ envelope
 - a) Indicate weight in report
 - a) Indicate weight on back of DOJ form
 - l. Money
 - 1) Use a money envelope
 - 2) Have witness officer present when counting
 - 3) Have witness officer verify amount
 - 4) Both witness and officer sign money envelope
 - m. Wet items
 - 1) Let air dry
 - 2) Place into paper bag
 - 3) Blood drying cabinet
 - n. Perishable items
 - o. Property stored as "safekeeping"
 - p. Vehicles
 - 1) Store in sally port
 - 2) Store in secure storage yard
 - q. Explosives
 - 1) Use due caution
 - 2) Notify Bomb Task Force
7. The trainee will identify what is meant by the term "chain of custody" and why it must be maintained.
8. The trainee will be familiar with the purpose of a Crime Scene Investigation Officer (CSI), when they may be utilized, and the procedures for requesting their assistance. Their responsibilities are:
- a. CSI will be responsible for assisting other officers in the collection of evidence when the task exceeds the resources or expertise level of the officer at the scene
 - b. "Simple" CSI jobs (basic fingerprints, etc.) will be performed by the assigned officer.
9. The trainee will be familiar with the purpose of the Evidence Technician, when they may be utilized, and the procedures for requesting their assistance. Their responsibilities are:
- a. Collect, receive, classify, and index all fingerprints for ID purposes
 - b. Collect, record, and analyze physical evidence obtained at the crime scene
 - c. Maintain property and evidence control
10. The trainee will be familiar with the available equipment and capabilities:



- a. Cal-ID
- b. Dataworks (jail booking photo system)

11. Must be properly trained before using

- a. Electrostatic dust print lifter in CSI car
- b. Ninhydrin

12. The trainee will be proficient at locating and lifting latent fingerprints, and knowledgeable of the different powders used for different surfaces.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Tactical Communication

Performance Objectives: The trainee will understand that tactical communication involves both professional demeanor and words.

1. The trainee shall identify the benefits of tactical communication including:
 - a. Enhanced safety (reduces likelihood of physical confrontation and injury)
 - b. Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress)

2. The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e. generate voluntary compliance without resorting to physical force).

3. The trainee shall understand and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal-oriented. Examples include:
 - a. “I appreciate that, but I need to see your driver’s license.”
 - b. “I understand that, but I need you to sign the citation.”

4. Given an incident involving an uncooperative subject, the trainee shall be able to generate voluntary compliance using the 5-step process:
 - a. Ask (ethical appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply.
 - b. Set context (reasonable appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
 - c. Present options (personal appeal) – Explain possible options
 - d. Confirm (practical appeal) – Provides one last opportunity for voluntary compliance: “Is there anything I can say or do to earn your cooperation at this time?”
 - e. Act – take appropriate action

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Vehicle Collision Investigations

Performance Objectives: The trainee will have an understanding of the basic concepts of traffic collision investigation.

1. The trainee will identify the basic definitions relevant to traffic collision reports.
 - a. Accident or collision: an unintended event that causes damage, death or injury
 - b. Classification of injuries: fatal injury, severe injury, other visible injuries, complaint of pain
 - c. Deliberate intent: an intentional act which directly or indirectly involves a motor vehicle in transport which purposely causes damage to property or injury to any person
2. The trainee will identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:
 - a. Compass direction.
 - b. Measurements of the scene in proportion, but not necessarily to scale
 - c. Use of appropriate illustrations
 - d. Area of impact (AOI) and the point of rest (POR)
3. The trainee will identify the following types of physical evidence which are used to determine the cause of the collision:
 - a. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
 - b. Debris, glass, vehicle parts, fluids, and other related property damage
 - c. Photographs of the scene
4. The trainee will identify the information to be obtained during a collision investigation interview.
 - a. Identify the involved parties and vehicles
 - b. Establish the time, location, and chronology of collision events
 - c. Locate witnesses
 - d. Elements unique to hit and run collisions, if applicable
5. The trainee will be able to evaluate the collision and use the appropriate CHP form (CHP 556, 555, 555-03).
6. The trainee will understand the Department's policy on issuing citations at the scene of an accident whenever possible.



Field Training Manual

Index

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Traffic Control and Scene Management

Performance Objectives: The trainee will know and understand the basic concepts of scene management and traffic control.

1. The trainee will identify the following elements of traffic collision scene management:
 - a. Upon arrival, survey scene for hazards and remain alert
 - b. Position patrol vehicle properly
 - c. Check for injuries, their extent, and obtain or provide necessary medical assistance.
 - d. Protect persons and property involved
 - e. Remove any conditions which may cause additional accidents
 - f. Determine support needs and request assistance if necessary
 - g. Apply personal safety measures
 - h. Preserve scene as appropriate
 - i. Restore traffic flow to include alternate routes

2. The trainee will be able to effectively control traffic when necessary.
 - a. The trainee will be able to effectively control traffic at a signalized intersection
 - b. The trainee will be able to effectively control traffic at an uncontrolled intersection
 - c. The trainee will know where portable stop signs and extra traffic cones are stored
 - d. The trainee will be able to control pedestrian and vehicular traffic at the scene of an accident or critical incident
 - e. The trainee will be able to set up an appropriate flare or cone pattern
 - f. The trainee will be able to operate a City Traffic Control Box
 - g. The trainee will understand the need for using clear hand signals
 - h. The trainee will be able to use the flashlight and direct traffic during darkness

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Vehicle Operations and Pursuits

Lexipol 313, 315

Performance Objectives: The trainee will know and understand the importance of the defensive components necessary to safely operate a law enforcement vehicle.

1. Slow speed patrol: The trainee will make observations of businesses, parked cars, pedestrian, and other vehicle traffic, "selective observation" of cashiers at gas stations and activities in alleys and carports. The trainee will adhere to the Vehicle Code.
2. Radio code response: The trainee will understand defensive driving, use of rear view and side view mirrors, seat belts, noting information while driving, and proper parking.
3. The trainee shall know and understand Department policy regarding driving and on-duty vehicle collisions
4. The trainee shall understand the Department's approved emergency driving techniques
5. The trainee shall possess a recognition and understanding of common psychological, mechanical, and environmental factors that greatly affect the probability of being involved in a vehicle accident.
6. The trainee shall identify common driving movements or activities during which the majority of collisions involving police vehicles occur. These movements minimally include:
 - a. Backing, parking, right of way violations, passing, excessive speed, and inattention to traffic conditions ahead
7. The trainee shall identify driver attitudes that contribute to traffic accidents
 - a. Overconfidence, impatience, overestimating vehicle capabilities, self-righteousness, and lack of defensive driving technique
8. Pursuits: The trainee will assess the severity of the offense, traffic flow, and advisability of breaking off pursuit. The trainee will have a clear understanding of the Department pursuit policy.
 - a. The trainee shall understand Code 3 driving, use of proper response codes and the provisions of 21055 VC, 21056 VC, and 21806 VC.



- b. The trainee shall understand and discuss the common factors involved in determining whether to continue or abandon a vehicle pursuit. Those factors shall minimally include:
 - 1) Responsibility to continually evaluate conditions during a pursuit
 - 2) Amount of other traffic, vehicular / pedestrian road hazards, road conditions, and environmental conditions
 - 3) Condition of police vehicle and driver
 - 4) Seriousness of crime, in relation to potential likelihood of causing injury, damage or death
 - c. The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics include:
 - 1) Slowing for all intersections
 - 2) Reduce speed at red lights, stop signs, yield signs and intersections. Check for cross traffic before proceeding through
 - 3) Careful observation at cross streets
 - 4) Caution when passing other vehicles
 - 5) Constant alertness for any unseen hazard
 - 6) Using a well-planned travel route responding to emergencies
9. The trainee will understand proper radio usage while involved in a pursuit.
 10. The trainee will discuss how an officer operating a police vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver.
 11. The trainee will explain the situations in which the driver of an authorized emergency vehicle is exempt from VC 21055, including:
 - a. Responding to an emergency call
 - b. Engaged in a rescue operation
 - c. In pursuit of a violator
 - d. Responding to a fire alarm
 12. The trainee shall explain the exemption requirements of the vehicle code regarding the use of red light and siren, under sections 21055(b) and 21807.
 13. The trainee shall explain the conditions under which he/she or the Department may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren Code 3), including:



Field Training Manual Index

- a. Failure to drive with due regard for the safety of all persons described in 21056 VC.
- b. When the Department has adopted a written policy on police pursuits in compliance with 17004.7 VC.
- c. A negligent or wrongful act or omission by an employee of the entity described in 17001 VC.
- d. When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in 17004 VC.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Ethics / Citizen Complaints / Basic Responsibilities

Lexipol 327, 1019

Performance Objectives: The trainee shall understand the Law Enforcement Code of Ethics, and shall also understand that officers are held to a higher standard of conduct both on- and off-duty. The trainee shall understand the Department’s citizen complaint process.

1. The trainee shall understand the Law Enforcement Code of Ethics and have an understanding regarding the following:
 - a. Basic police responsibility
 - b. Gratuities
 - c. Recommending attorneys, tow companies, etc.
 - d. Political / religious issues
 - e. Supplying information about other cases and involved parties
 - f. Harassment in the workplace
 - g. Voicemail responsibilities
 - h. The Department’s policy on dishonesty

2. The trainee shall understand the Department’s policy regarding on- and off-duty conduct
 - a. Criteria for carrying weapons
 - b. Conduct unbecoming an officer
 - c. Courtroom demeanor / attire
 - d. Outside work permit (must be completed annually)
 - e. Consumption of alcoholic beverages

3. The trainee shall understand the Department’s policy regarding citizen complaints
 - a. Basic criteria for a complaint
 - b. Citizen complaint process

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Timekeeping and Payroll Information

Performance Objectives: The trainee will know and understand how to properly track their attendance at work to include overtime and training bank hours.

1. The trainee shall know how to properly fill out their electronic timecard.
2. The trainee shall know how to properly fill out an overtime slip and overtime entries on their electronic timecard.
3. The trainee will know the proper procedure for notifying the watch commander if they are unable to come to work due to an illness. Their timecard will reflect the proper illness code.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Citation Issuance

Lexipol 515

Performance Objectives: The trainee will know and understand the decision-making process and procedures for issuance of citations and warnings.

1. The trainee will identify the following enforcement options an officer may have when observing a traffic violation:
 - a. Verbal warning
 - b. Infraction or misdemeanor citation
 - c. Physical arrest
2. The trainee shall know and understand the following procedures for issuing a citation:
 - a. Being able to identify the most common violations
 - b. Understanding the advantages of obtaining the violator's license as soon as possible, never accepting a wallet or purse, and never arguing with the violator
 - c. Explaining to the violator the time, date, and location of the court appearance, the alternatives to a court appearance, and limitations of operating a vehicle cited for an equipment violation.
 - d. The officer shall understand the concepts of "verbal judo" and be able to utilize its techniques when dealing with a violator
 - e. Checking the authenticity of the license (including the picture) and registration, comparing the signature on the citation to the license, and issuing the proper copy of the citation. Checking the last four numbers of the VIN
 - f. Understanding the procedure for "signing off" violations and issuing "owners responsibility" citations
 - g. Understanding the importance and content of notes on rear of citation
 - h. Department policy on citing at-fault drivers at the scene of an accident
 - i. Procedure for voiding citations and amending citations. Understands that deleting, modifying or adding anything to the original after the citation has been issued is illegal.
 - j. Refusal to sign procedure, while court is in session and at other times pursuant to 40302 VC
 - k. Procedures for 12500 VC and 14601 VC tow requirements
3. The trainee will be able to correctly fill out a citation with correct subsection, correct court date and time and attaching the correct teletypes.
4. The trainee will advise the violator that his or her signature is required on a citation, and that the signature is not an admission of guilt, but a promise to appear.



5. The trainee will know how to issue a parking citation.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Noise Ordinance Violations

Performance Objectives: The trainee will know and understand the Municipal Code noise ordinances, and will be able to properly document violations of them.

1. The trainee will understand the necessity to check history at the address to determine if a violator has been identified as a party premise.
2. The trainee will be able to determine the validity of the noise complaint
3. The trainee will be familiar with how to issue a Disturbance Advisement Card (DAC)
4. The trainee will understand the second response, mandatory citation, and cost recovery procedures
5. The trainee will be able to broadcast proper dispositions for the various types of noise violations

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Report Writing

Lexipol 343 Report Writing Manual

Performance Objectives: The trainee will know and understand the basic mechanics of report writing.

1. The trainee will understand the Department's Report Writing Manual and know the difference between the various types of reports and computer programs.
2. The trainee will explain the importance of police reports by listing their various uses. These uses will minimally include:
 - a. Recording facts into a permanent record
 - b. Providing coordination of follow-up activities
 - c. Providing investigative leads which will include cross checks and work-ups (e.g. phone numbers, addresses, names, etc.)
 - d. Providing a source for trainee evaluations
 - e. Providing reference material
3. The trainee will understand how to properly document an incident and know what happens with the report once it is completed. This shall minimally include:
 - a. Organizing facts in chronological order
 - b. Correctly filling in all appropriate boxes
 - c. Properly establishing who, what, when, where, why and how the events took place
 - d. Dictating reports that are more than one page in length.
 - e. The trainee will understand what happens with a case once it has been written (i.e. supervisor review, district attorney's role.
4. The trainee will understand the qualities of a good police report. These qualities will minimally include:
 - a. Accuracy
 - b. Completeness
 - c. Clarity
 - d. Legibility
 - e. Objectivity
5. The trainee shall understand the Department's policy on case completion procedures. This shall include:



- a. Officer's responsibility to complete all reports involving arrestees prior to the end of the shift
- b. Obtaining approval from the Field Supervisor if case is to be completed the next duty day
- c. Knowledge of the Supervisor's follow-up / correction notice procedure
- d. Responsibility of the trainee for completion of follow-up
- e. Appropriate use of the Priority sheets for reports

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Shoplift Investigations

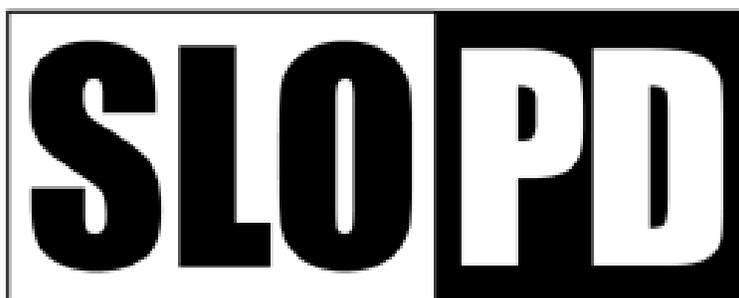
Performance Objectives: The trainee will understand and have a working knowledge of shoplift investigations.

1. The trainee shall be familiarity with the department store security offices.
2. The trainee will obtain the merchant’s and/or security agent’s statement to verify the validity of the arrest.
3. The trainee will understand the necessity of written statements.
4. The trainee will check the arrestee’s criminal history to determine any prior convictions or incarcerations for theft, thereby considering a charge of 666 PC
5. The trainee will understand the difference between booking the suspect and issuing a citation with the notation “booking required.”
6. The trainee will be familiar with the process of dealing with stolen/recovered property
 - a. Photograph property
 - b. Maintain property at the store
7. The trainee will consider that the suspect may have accomplices and/or a vehicle in the parking lot with more stolen property.
8. The trainee will consider that many shoplifters are boosters and/or addicts. They will evaluate the incident and consider associated crimes, including 459.5 PC, 470 PC, 484f PC, 488 PC, 666 PC, and/or 11550 HS.
9. The trainee will inquire if the business is equipped with video surveillance and, if so, will request a copy from the business.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Phase 3



SAN LUIS OBISPO POLICE DEPARTMENT



Codes: Vehicle, , and Municipal

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
 - a. 4454a VC:
 - b. 4463a VC:

2. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:
 - a. 10.28.020 SLMC:
 - b. 10.28.060 SLMC:
 - c. 10.36.010 to 10.36.240 SLMC:
 - d. 10.40.010 to 10.40.080 SLMC:
 - e. 10.48-010 SLMC:

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Bicycle Procedures

Performance Objectives: The trainee will know and understand the various procedures regarding bicycles.

1. The trainee will understand the following procedures for processing and locating bicycles:
 - a. Storing and tagging bicycles in the police department secured area
 - b. Locating and running serial numbers

2. The trainee will understand the following services available to the public:
 - a. Licensing bicycles
 - b. The established City bicycle routes

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Reporting of Exposure to Infectious Diseases

Lexipol 1015

Performance Objectives: The trainee will know and understand the considerations involved in being exposed to infectious type diseases and procedures that will be followed per General Order 2.38.

1. The trainee will know the methods of preventing and/or reducing the risk of exposure to infectious diseases.
 - a. Current immunizations
 - b. Consider all body fluids as contaminated
 - c. Bandage personal wounds and sores while at work
 - d. Wear protective latex gloves and/or mask
 - e. Wash hands with disinfecting soap

2. The trainee will identify the necessary steps in reporting an exposure of an infectious / communicable disease.
 - a. Report exposure promptly
 - b. Send a written memo to the Watch Commander

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Community Policing

Performance Objectives: The trainee will know and understand community policing concepts, understand the necessity of building community partnerships, identify and solve problems, and be aware of the community’s diversity.

1. The trainee will understand that the Department’s community policing goals are:
 - a. to maintain quality of service
 - b. an emphasis on community partnership
 - c. to actively seek community engagement
 - d. to respond to concerns the community believes are important
 - e. problem solving

2. The trainee will know and understand that the people who live and work in the City of San Luis Obispo are the primary customers of the services provided by the Department.

3. The trainee will understand the Department’s goal is to develop and strengthen the relationships / partnerships with neighborhood residents, schools, churches, businesses, community-based organizations, elected officials and government agencies who are working cooperatively with the Department to resolve community problems.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Community Relations / Professional Demeanor

Performance Objectives: The trainee shall explain this Department's responsibilities toward community service. The trainee will be able to summarize and apply the Department's policy regarding racial profiling. The trainee will also possess the knowledge and skills necessary to gain community support and participation in the prevention of crime.

1. The trainee will identify roles encompassed in the Department's responsibilities to provide community service. These roles may include:
 - a. Protect life and property
 - b. Maintain order
 - c. Crime prevention
 - d. Public education
 - e. Delivery of service
 - f. Enforcement of laws
 - g. Community partnerships such as PACT
2. The trainee shall identify the basic principles of a profession and discuss the professional aspects of law enforcement.
3. The trainee shall explain how the culture of the community can have an effect on the community's relationship with his/her department.
4. The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.
5. The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.
6. The trainee will distinguish that effective police work profiles behavior rather than race.
7. The trainee shall recognize that 13519.4 PC states, "a law enforcement officer shall not engage in racial profiling," and that it applies to all protected classes including gender and religion.
8. The trainee will explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.
9. The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.



10. The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes towards the police.
11. The trainee shall know those verbal factors which could contribute to a negative response from the public:
 - a. Profanity, derogatory language, and ethnically offensive terminology
12. The trainee shall know those non-verbal factors which could contribute to a negative response from the public:
 - a. Officious and disrespectful attitude
 - b. Improper use of body language
 - c. Improper cultural response
13. The trainee shall be able to communicate properly with the following types of persons:
 - a. Hostile, angry, hysterical, drunk, mentally ill, developmentally disabled, depressed, a person in shock, a person who is sick or injured, a very young person, a very old person, a racist person, a culturally different person
14. The trainee shall be able to properly interact with a person who is the recipient of a death notification.
15. The trainee shall conduct telephone conversations in a professional manner.
16. The trainee shall understand the various methods by which citizens evaluate law enforcement agencies and their officers.
17. The trainee shall understand why it may be beneficial to explain to inquiring citizens the reasons for actions taken.
18. The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through:
 - a. Community contacts
 - b. Business contacts
 - c. Community involvement
 - d. Positive role modeling
 - e. Mentoring



19. The trainee shall identify examples of general forms of crime prevention including:

- a. Advice concerning mechanical devices (alarms, locks, and target hardening)
- b. Control of conditions (lighting, access, and architecture)
- c. Public awareness
- d. Property identification (engraving property, etc.)
- e. Neighborhood watch programs
- f. Neighborhood Officer Program
- g. SNAP

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Field Notes

Performance Objectives: The trainee will know the proper use of a field notebook and will complete field notes in such a manner as to effectively carry out the duties of a law enforcement officer.

1. The trainee will identify the types of information that should be entered in the field notebook. This information should minimally include:
 - a. Suspects, victims, and witnesses
 - b. Dates and times of occurrence
 - c. Exact location of occurrence and persons involved
 - d. Any other important information (e.g. case number, location and chain of evidence, assisting officer's activities, etc.)
2. The trainee will understand that the contents of field notebooks are discoverable in a court proceeding if the officer does not routinely dispose of them.
3. The trainee will explain the necessity of field notes. This explanation should minimally include:
 - a. To assist with report writing
 - b. Reference for future investigations
4. The trainee will properly utilize and maintain a field notebook to record all pertinent information on any given incident.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Field Interview Cards

Lexipol 461.3

Performance Objectives: The trainee will know and understand the process of when and how to fill out a Field Interview card.

1. The trainee will know the following procedures about Field Interview cards:
 - a. The trainee shall explain the concept of reasonable suspicion that is needed to stop and detain a suspect using good officer safety
 - b. The trainee shall explain what “articulable facts” means as it pertains to pat-down searches of detained individuals
 - c. The trainee shall explain the proper use of a Field Interview card, when to take an FI photograph, and the location and length of time FI cards are retained
 - d. The trainee shall know where to turn in completed FI cards

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Acceptable Identification

Performance Objectives: The trainee will know and understand the various forms of identification and how to determine their acceptability.

1. The trainee will use interviewing and other techniques to determine the validity, authenticity, and legal acceptability of various types of identification.
2. The trainee will identify the following reasons that it is important that an officer check both the validity and authenticity of a driver's license:
 - a. In order to validate authority to operate a specific type of motor vehicle
 - b. In order to enforce provisions of the Vehicle Code relative to having a valid license in possession or enforce provisions of driving on a restricted or suspended license
 - c. In order to release the person on a citation

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Court Appearances and Testimony

Lexipol 347

Performance Objectives: The trainee will know their responsibilities when subpoenaed to testify in court.

1. The trainee will understand how to receive electronic subpoenas via e-mail or iSubpoena application.
2. The trainee will understand the planning and preparation process, which includes:
 - a. The responsibility of the investigating officer to subpoena all witnesses
 - b. It is the officer's responsibility to check out all evidence and return it the same day
3. The trainee shall understand it is the officer's responsibility to notify their supervisor and the specific court if they are going to miss court.
4. The trainee will know and understand the "trial by declaration" process (40902 VC)
5. The trainee will understand the proper attire for court and DMV hearings.
6. The trainee will also understand the importance of courtroom demeanor and being prepared by reading material prior to testifying.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Animal Regulations

Lexipol 308, 311, 381

Performance Objectives: The trainee will know and understand the requirements for handling cases involving animals.

1. The trainee will identify the most common provisions of law enforcement practices concerning the disposition of vicious, injured, or sick animals.
2. The trainee will know the Department contracts with the Sheriff's Department Animal Services Division. They provide assistance in treating injured or disposing of dead animals. The trainee will be familiar with the on-call animal control officer procedure during non-business hours.
3. The trainee will identify the procedures used by the Department for handling animal bite cases
4. Refer citizen to contact Animal Services during business hours
5. Complete the "bite FAX" in Dispatch and send to Animal Control
6. Take report and complete IOD paperwork if police employee is bitten
7. The trainee will be familiar with the Municipal Code section that addresses barking dog complaints.
 - a. The trainee will know the proper forms to use to document a barking dog violation
 - b. Leave an advisement card if unable to contact the owner at home
 - c. Citation or warning if able to contact the owner
8. The trainee will be familiar with Municipal Code leash laws.
 - a. The trainee will be able to tell citizens the parks in which they can set their dogs loose
 - b. In all other public places, dogs must be on leash
9. The trainee will be instructed on what to do with an injured or vicious animal
 - a. Contact Animal Services during business hours
 - b. Notify the Watch Commander after hours
 - c. Transport the animal to Animal Services with Watch Commander approval
 - d. Refer to Lexipol 311.7.1 in regards to shooting an injured animal



Field Training Manual Index

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Persons with Disabilities

Performance Objectives: The trainee will know and understand how to handle contacts involving persons with disabilities.

1. The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:
 - a. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
 - b. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
 - c. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
 - d. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.
2. The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.
3. The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:
 - a. Give one direction or ask one question at a time.
 - b. Allow the person to process what you have said and respond (10-15 seconds, then repeat).
 - c. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers).
 - d. Repeat questions from a slightly different perspective, if necessary.
 - e. Avoid questions about time, complex sequences, or reasons for behavior.
 - f. Use concrete terms and ideas. Avoid jargon or figures of speech.
4. The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.



5. Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:
- a. His/her own abilities to physically control the person
 - b. Escape routes
 - c. Use of cover
 - d. Call for backup

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Hazardous Incidents

Lexipol 419

Performance Objectives: The trainee will demonstrate sufficient knowledge to handle hazardous occurrences.

1. The trainee will identify the actions required of an officer when confronted with the following hazardous occurrences that may involve potential or actual personal injury or property damage:
 - a. Electrical wires down / ground transformers damaged
 - b. Malfunctioning traffic signals
 - c. Hazardous road conditions
 - d. Damage to fire hydrants
 - e. Gas leaks
 - f. Department safety hazards are to be reported to Administrative Sergeant or on-duty supervisor

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Hazardous Material Incidents

Lexipol 419

Performance Objectives: The trainee will understand and have a working knowledge of the responding officer's tasks involving a hazardous materials incident.

1. The trainee will identify the responsibilities and considerations of a first responder to a hazardous materials incident including:
 - a. Recognition
 - b. Safety / isolation / area containment
 - c. Notification of proper City departments and / or other agencies
 - d. Limitations of basic first responders (use extreme caution)
 - e. Placard ID in Communications or Haz Mat Guide
2. The trainee will be able to effectively conduct a hazardous materials incident investigation, such as an accident.
3. The trainee will properly obtain, or assist in obtaining, the necessary information for the completion of a thorough hazardous materials incident investigation.
4. The trainee should remember to always stay upwind of the incident location.
5. The trainee shall know that the Fire Department has incident command at all hazardous material incidents.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Municipal Code Enforcement

Performance Objectives: The trainee will have a knowledge and understanding of the common municipal codes that are enforced by the Police Department. The trainee will know how to handle a municipal code violation, and know when a report is required to document a municipal code violation.

1. The trainee will be able to recognize commonly encountered violations of the San Luis Obispo Municipal Code. This shall minimally include the following:
 - a. Urinating in Public
 - b. Remaining in park after 10:00 PM until 5:00 AM
 - c. Consuming alcohol in public
 - d. No dog leash in public place
 - e. Barking dog
 - f. Truck route violation
 - g. Noise violation

2. The trainee will understand that the City Attorney, not the District Attorney, prosecutes all violations of the San Luis Obispo Municipal Code.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Impounding and Storing Vehicles

Lexipol 509

Performance Objectives: The trainee will know and understand how to impound and store vehicles.

1. The trainee will understand Department policy regarding towing procedures
2. The trainee will possess the knowledge to impound / store vehicles in an authorized manner; including completing a CHP 180 form, conducting a complete inventory search, and noting anything of value on the CHP 180 form.
3. The trainee will understand the difference of the tow rotation vs. the request for a specific tow company and identify the local tow companies.
4. The trainee will understand the importance of providing Dispatch with vehicle information, storage authority, and if a release is needed or not.
5. The trainee will discuss the following considerations for recovering a vehicle under suspicious circumstances:
 - a. Unreported stolen vehicle
 - b. May have been used in a crime or belong to a missing person
 - c. Was involved in a hit-and-run collision
6. Given a description of a situation where an officer may have the authority to remove vehicles, the trainee will be able to select an appropriate Vehicle Code section:
 - a. Vehicle is abandoned, including procedure for chalking the vehicle and filling out the abandoned vehicle form (22669(a) VC)
 - b. Vehicle is a traffic hazard (22651(g) VC)
 - c. Driver arrested (22651(h) VC)
 - d. Vehicle is impounded pursuant to 14602.6 VC
7. Given a Vehicle Code section and a description of a situation where an officer may have the authority to remove vehicles, the trainee will be able to select an appropriate course of action from the following situations:
 - a. Vehicle is stolen, recovered, and not released in the field (22651 VC and 22653(a) VC)
 - b. Vehicle is involved in a hit-and-run accident (22655 VC or 22653(g) VC)
 - c. Vehicle with VIN removed (10751(g) VC)



- d. Vehicle held for operation by unlicensed driver (22651(p) VC)
- e. Vehicle held for being driven by a driver with a suspended license (14601 VC, 14602.6 VC)
- f. Vehicle is held for investigation (22655.5 VC)

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Techniques for Handling Disputes

Performance Objectives: The trainee will identify the following tasks as being part of an officer's basic responsibilities at the scene of a dispute.

1. The trainee shall be able to handle dispute situations in a safe and efficient manner.
2. The trainee shall identify an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:
 - a. Remaining impartial
 - b. Preserving the peace
 - c. Determining whether or not a crime has been committed
 - d. Conducting an investigation if a crime has been committed
 - e. Providing safety to individuals and property
 - f. Suggesting solutions to the problem
 - g. Offering referrals to social services that may help solve the problem

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Landlord / Tenant Disputes

Performance Objectives: The trainee will have an understanding of the problems of landlord / tenant disputes and how to handle them. The trainee will also understand laws that are applicable to such disputes.

1. The trainee will identify the provisions of the following laws applicable to landlord / tenant disputes:
 - a. Eviction notices – Landlord must bring an “unlawful detainer” action in court against the tenant
 - b. Notice to terminate lease or rental agreement
 - c. Tenant lockouts violate 418 PC
 - d. Landlord not allowed to enter without prior notice permission from tenant; trespass violates 602.5 PC
 - e. Removal of the doors and windows violates 594 PC
 - f. The landlord cannot terminate power, water, or telephone services for non-payment of rent
 - g. Confiscation of property – landlord must first obtain a court order before taking property (1861a Civil Code)
2. The trainee will understand the importance of providing a civil standby.
3. The trainee will understand the importance of the proper handling of disputes.
 - a. Not to make or encourage an arrest but try to achieve a lasting solution
 - b. Explain what conduct is not lawful
 - c. Suggest alternative solutions

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Labor Disputes

Performance Objectives: The trainee will demonstrate knowledge in handling labor disputes. The trainee will also understand laws that are applicable to such disputes.

1. The trainee will identify the following provisions applicable to the handling of labor disputes:
 - a. Trespassing or loitering near posted industrial property
 - b. Validity of allegations by either management or union members that the other party is not abiding by court order
 - c. Activities that interfere with the operation of a business establishment
 - d. Activities that interfere with orderly picketing by union members

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Repossessions

Performance Objectives: The trainee will have an understanding of the processes used in the repossession of property.

1. The trainee will identify the general rules in the following areas that pertain to the repossession of items:
 - a. What property is subject to repossession
 - b. Who may make a repossession
 - 2) Licensed by the State (license is valid only in this State and reposessor must carry ID)
 - c. To what lengths a reposessor may go to make a repossession
2. The trainee will understand what an officer's role is at the scene of a reposed vehicle.
3. The trainee will identify the limitations of a repossession.
 - a. Reposessor may not unlawfully enter any private building or secured area without the consent of the owner.
 - b. Reposessor must immediately notify the police department.
 - c. Must notify the consumer within 48 hours, providing specific information as to redeeming their vehicle.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



Demonstrations

Lexipol 401.3

Performance Objectives: The trainee will demonstrate knowledge in handling demonstrations.

1. The trainee will understand the importance of remaining neutral and impartial during demonstrations.
2. The trainee will understand the importance of protecting the public's right to free speech
3. The trainee will identify those activities that interfere with the operation of an establishment.

	FTO	TRAINEE	DATE
Instruction and/or Demonstration (By FTO)			
Acceptable Performance Demonstrated (By Trainee) <input type="checkbox"/> Verbal / Written Test <input type="checkbox"/> Training Scenario <input type="checkbox"/> Field Performance			



INDEX



Radio & Identification Codes

Code	Meaning
10-1	Reception poor
10-2	Reception good
10-4	Message received
10-5	Relay message
10-6	Busy
10-7	Out of service/busy
10-8	In service
10-9	Repeat transmission
10-10	Off duty
10-14	Escort or convoy
10-15	Prisoner in custody
10-16	Traffic/SORT Office
10-17	Airport Area Office
10-18	Downtown Police Office
10-19	Return to station/at the station
10-20	Give location
10-21	Telephone (location)
10-22	Cancel or disregard
10-23	Stand by
10-27	Request driver's license info
10-28	Request vehicle registration info
10-29	Check for wants and warrants
Code 33	Emergency traffic only
10-36	Confidential information
10-97	Arrived on scene
10-98	Call completed/available for call
11-10	Report writing
11-24	Abandoned vehicle
11-25	Traffic hazard
11-44	Coroner's case
11-48	Transportation request
11-66	Defective traffic device (location)
11-80	Traffic accident – major injuries
11-81	Traffic accident – minor injuries
11-82	Traffic accident – no injuries
11-85	Tow truck by rotation
11-98	Meet the officer
11-99	Officer needs help urgently, Code 3



Phonetic Alphabet

A	Home
Frank	Felony
Mary	Misdemeanor
X-ray	Female

A	Adam
B	Boy
C	Charles
D	David
E	Edward
F	Frank
G	George
H	Henry
I	Ida
J	John
K	King
L	Lincoln
M	Mary
N	Nora
O	Ocean
P	Paul
Q	Queen
R	Robert
S	Sam
T	Tom
U	Union
V	Victor
W	William
X	X-ray
Y	Yellow
Z	Zebra



Assigned Equipment List

OFFICER	EMPLOYEE #	
SERIAL #	ISSUE DATE	RETURN DATE

SAFETY EQUIPMENT

Badge		
Firearm		
Magazines		
Ammunition		
Ammunition case		
Holster		
O.C		
Sam Brown/web gear		
Keepers		
Handcuffs		
Handcuff case		
Baton		
Baton ring		
Radio holder		
Radio		
Vest		
Riot Helmet		

KEYS/Cards

Building key		
Unit key		
Signal box key		
City Credit Card		

GUIDES & MANUALS

Field Training Guide		
Lexipol	Network	
Safety manual		
Report Writing		

MISC

Print kit		
City map		



Officers who receive safety equipment do so with the understanding that all items are the property of the City of San Luis Obispo and are for the officer's use while employed as a police officer by the City of San Luis Obispo. All items are to be returned to the police department at such time as the officer's employment with the police department ends or upon the request of a supervisor.

The officer assumes the responsibility for reasonable care and maintenance of issued equipment and can be held liable and subject to disciplinary action if the equipment is lost or damaged as a result of negligence or carelessness. In the event an item of equipment is lost, damaged, or worn, the officer shall report it in writing to his/her immediate supervisor. The report shall explain the circumstances concerning the loss, damage, or wear. Under no circumstance should an officer repair, replace, or alter equipment without specific permission from the police department.

I understand and agree to stated requirements.

Date Officer's signature

Date Reviewed by



Important Landmarks

This landmark checklist should be used to familiarize the trainee with various city, county and state landmarks which San Luis Obispo Police Officers will likely encounter during their assignment in patrol. Directions to the landmarks and explanations of their relevance should be completed by Week 9.

City, County, & State Offices

City Hall
Fire Stations 1, 2, 3, & 4
City/County Library
City Corporation Yard
Sewer Treatment Plant
Water Treatment Plant
Parking Structures and major parking lots
City Bus Yard and School Bus Yard
Parks & Recreation Offices
Laguna Lake Golf Course
Sheriff's Office/County Jail/Honor Farm
County Probation
DA Office/Victim Witness Office
Courtrooms
Juvenile Services Center
Child Protective Services
Animal Services
Department of Motor Vehicles
California Highway Patrol (California Substation & Coastal HQ)
Cal Poly Police Department
State Parole
Narcotic Task Force
CMC
Camp San Luis (CCC & CSTI)
Cal Trans (3 locations on Higuera)



Hospitals & Care Centers

Mental Health _____	2180 Johnson
SART Office _____	2180 Johnson
French Hospital _____	1911 Johnson
Community Health Center (CHC) _____	1551 Bishop
Mission View Nursing _____	1425 Woodside
Bella Vista Care Center _____	3033 Augusta
Sierra Vista Regional Medical Center _____	1010 Murray
Casa de Vida _____	879 Meinecke
Los Brisas _____	1299 Briarwood
The Villages _____	55, 61 & 73 Broad
The Manse on Marsh _____	471 Marsh

Schools

Bishop's Peak _____	451 Jaycee
C.L. Smith _____	1475 Balboa
County Alternative Schools _____	1981 Vicente
District Administrative Offices _____	Hwy 1 & Education Dr
Hawthorne _____	2125 Story
Chris Jespersen _____	251 Grand
Laguna Middle School _____	11050 LOVR
Mission College Prep (private) _____	682 Palm
Old Mission Grammar _____	761 Broad
Pacheco _____	261 Cuesta
Pacific Beach Continuation _____	11950 LOVR
Sinsheimer _____	2755 Augusta
SLO High School _____	1499 San Luis Drive
Teach _____	451 Jaycee



Transition Homes

Transportation Sites

Railroad terminal

Airport *

**The Airport has a contract with SLOPD in which SLOPD will provide assistance in emergencies.*



Parks

Anholm_____	870 Mission
Chinese_____	Marsh & Santa Rosa
Cuesta_____	2400 Loomis
Duvall Park_____	1651 Spooner
Damon-Garcia_____	680 Industrial
Eto_____	170 Brook
French_____	1040 Fuller
Islay Hill _____	1511 Tank Farm
Johnson_____	2875 Augusta
Laguna Hills_____	890 Mirada
Laguna Lake_____	504 Madonna
Meadow_____	2333 Meadow
Mitchell (Senior Center)_____	1400 Osos
Santa Rosa_____	190 Santa Rosa
Sinsheimer_____	906 Southwood
Throop_____	510 Grand
Triangle_____	1701 Santa Barbara

Shopping Centers

Bear Valley_____	12300 LOVR
Broad St Village_____	3590 Broad
Court Street_____	1000 Court
Crossroads_____	3165 Broad
Downtown Center_____	890 Marsh
Ferrini Plaza_____	17 Chorro
Foothill Plaza_____	700 Blk Foothill
Irish Hills_____	1500 Froom
Laguna Village_____	1328 Madonna
Laurel Lane_____	1200 Blk Laurel
Madonna Plaza_____	200 Blk Madonna
Marigold Center_____	3900 Broad
Pacific Coast Center_____	81 Higuera
Prefumo Creek Commons_____	11990 LOVR
University Square_____	896 Foothill



Misc. Points of Interest

Ludwick Center_____	864 Santa Rosa
Anderson Hotel (roof)_____	955 Monterey
Art Center_____	1010 Broad
Bubblegum Alley_____	700 Blk Marsh
Rose Alley_____	800 Monterey
Garden Alley_____	1100 Garden
Dallidet Adobe_____	1185 Pacific
Graduate_____	990 Industrial
Homeless Shelter_____	750 Orcutt
Housing Authority_____	487 Leff
Jack House_____	536 Marsh
Reis Chapel_____	991 Nipomo
Wheeler Smith Mortuary_____	2890 S. Higuera
Madonna Inn_____	100 Madonna
Mission Plaza_____	989 Chorro
Old Mission Church_____	941 Chorro
City/County Museum_____	696 Monterey
Mustang Village 1_____	1 Mustang
Mustang Village 2_____	200 N. Santa Rosa
Old Mission Cemetery_____	101 Bridge
Lady Family Cemetery_____	2 Higuera
Prado Day Center_____	43 Prado
Pyramid_____	2 Higuera
Railroad Square_____	1101 Railroad
Salvation Army_____	815 Islay
The SLO_____	1050 Foothill
Sunny Acres @ Duval Ranch_____	10660 LOVR
Sunny Acres (Abandoned building)_____	2178 Johnson
Valencia Apartments_____	555 Ramona
Veterans Building_____	801 Grand
Women's Shelter_____	SECRET
Bob Jones Trail Head_____	Prado & The Creek
Strawberry Stand_____	12500 LOVR
Monday Club_____	1815 Grand
The Promontory_____	406 Higuera
The Deep Dark_____	Entry Points – Mission plaza, Firestone
KSBY_____	1772 Calle Joaquin
The Globe_____	670 Higuera
YTP_____	649 Pismo
SLCUSD Bus Barn_____	900 Southwood
Sinsheimer Pool/Park_____	900 Southwood
Alano Club_____	3075 Broad



Fraternities

Alpha Gamma Omega	_____	1700 Osos
Alpha Gamma Rho	_____	132 California
Beta Theta Pi	_____	651 Chorro
Delta Chi	_____	416 - 424 Hathway
Delta Sigma Phi	_____	244 California
Delta Upsilon	_____	720 - 726 Foothill
Kappa Chi	_____	844 Upham
Kappa Sigma	_____	1236 Monte Vista
Lambda Chi Alpha	_____	1292 Foothill
Sigma Nu	_____	1304 Foothill/190 Crandall
Sigma Chi	_____	1310 - 1316 Foothill
Sigma Phi Epsilon	_____	280 California
Sigma Pi	_____	1251 Coral
Phi Delta Theta	_____	1249 Monte Vista
Phi Kappa Psi	_____	1439 Phillips
Phi Sigma Kappa	_____	1230 Monte Vista
Pi Kappa Alpha	_____	1252 Foothill
Tau Kappa Epsilon	_____	1716 Osos

Sororities

Alpha Chi Omega	_____	1464 Foothill
Alpha Omicron Pi	_____	570 Pacific
Alpha Phi	_____	1290 Foothill
Kappa Alpha Theta	_____	180 California
Gamma Phi Beta	_____	1326 Higuera
Sigma Kappa	_____	615 Grand



Activity Log for Officer _____

Property Crimes

Burglary: Auto				
Burglary: Commercial				
Burglary: Residential				
Burglary: Shoplift				
Defraud Innkeeper				
Grand Theft: Misc.				
Grand Theft: From Auto				
Grand Theft: Shoplift				
Grand Theft: Shoplift IC				
Petty Theft: Misc.				
Petty Theft: From Auto				
Petty Theft: Shoplift				
Petty Theft: Shoplift IC				
Poss. of Stolen Property				
Vandalism: Misd.				
Vandalism: Felony				
Vehicle: Recovered Stolen				
Vehicle: Stolen Attempt				
Vehicle: Stolen				
Vehicle: Embezzled				

Body Crimes

Adult / Elder Abuse				
Assault				
Assault w/ Deadly Weapon				
Battery: Simple				
Battery: Sexual				
Battery: Peace Officer				
Brandishing				
Child Abuse				
Child Annoy / Molest				
Death: Attended				



Death: Unattended				
Dom. Violence: Assault				
Dom. Violence: Misc.				
Grand Theft: From Person				
Indecent Exposure				
Murder				
Robbery				
Sexual Assault				
Suicide				
Suicide Attempt				

Paper Crimes

Counterfeiting				
Identity Theft				
Fraudulent Check or CC				
Forgery: Check or CC				
Forgery: Prescription				
Forgery: Misc.				
N.S.F. Check				

Traffic

Abandoned Vehicle Card				
Accident: 11-82				
Accident: 11-81				
Accident: 11-80				
Admin Per Se				
Citation: Moving				
Citation: Equipment				
Citation: Owner's Resp.				
Citation: Parking				
Cost Recovery				
DUI: Adult				
DUI: Juvenile				
Factual Diagram				
Hit & Run: Misd.				



Hit & Run: Felony				
Suspended License				
Unlicensed Driver				

Common Crimes / Reports

Animal Report				
Arson				
Courtesy Report				
Disobey Court Order				
Drunk in Public				
Fall on City Property				
False Info to Police				
Found Property				
Harassing Phone Calls				
Hate Crime				
Liquor Law Violation				
Lost Property				
Mental Suspect				
Missing Person				
Muni Code Violation				
Narcotic Violation				
Noise Complaint				
Prowler				
Resisting Arrest				
Suspicious Circs				
Warrant: Booking				
Warrant: Cite & Release				
Warrant: Post Bail				
Weapons Violations				

Miscellaneous Activities

Arrest On-View: Booking				
Arrest On-View: Citation				
Book Evidence				
Civil Standby				



Code 3 Driving				
Disturbance: Active				
Disturbance: Family				
E.P.O.				
F.I. Card				
High-Risk Vehicle Stop				
In-Field Show-up				
Intoxilyzer Operation				
Landlord / Tenant Dispute				
Lineup - Photo				
Search : Building				
Search : Parole / Probation				
Search : With K-9 Unit				
Subpoena Service				
Truck Route Violation				

Miscellaneous Forms

Booking Sheet				
CHP 180 form				
Citation Correction Notice				
Damage to City Property				
DMV 310 form				
Elder Abuse Form				
JCR				
Probable Cause Affidavit				
Ride along				
Susp. Child Abuse Form				



Field Training Program FTO Critique Form

In an effort to ensure that the individual FTO maintains a high level of skill, performance, and interest, this critique is to be completed by the trainee. FTO's truly interested in doing the best job possible welcome objective feedback. It benefits the program and the FTO to know how well they are doing in the eyes of the trainee.

With this in mind, the trainee is requested to honestly appraise and evaluate each FTO to whom they were assigned. Although you are asked to sign your name at the end of this critique, every effort is made to insure your anonymity. The administrative sergeant will edit your response, when necessary, and combined with the comments of other trainees about each FTO for whom a critique is received. Only the edited version of these comments will be provided to the FTO.

Important to this critique are your comments in each category. Please take time to provide some detail about why you rated the FTO as you did. We will have a better picture of each FTO's level of skill and their continued suitability for the position if you provide more information.

This critique is for FTO: _____ Phase: _____

The field training program's emphasis is on both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area.

Example: Training 50 % Evaluation 50 %

Using percentage, indicate how you perceive your FTO related to you.

I am one of a number of recruits _____% I am an individual _____%



Circle the response below that best answers the question and comment.

What kind of example did this FTO set for you?

Poor	Fair	Average	Good	Excellent

Describe the FTO's interest in imparting training material and information to you.

Poor	Fair	Average	Good	Excellent

Rate the FTO's knowledge of the training material covered.

Poor	Fair	Average	Good	Excellent

How would you describe the FTO's skills as an instructor/teacher/trainer?

Poor	Fair	Average	Good	Excellent

Rate the FTO's ability to communicate with you

Poor	Fair	Average	Good	Excellent

Rate the FTO's honesty, fairness, and objectivity in rating you.

Poor	Fair	Average	Good	Excellent

Describe the FTO's overall attitude toward his/her role as an FTO.

Poor	Fair	Average	Good	Excellent

List the area(s) in which the FTO showed the greatest skill, ability, or interest and comment. In which aspects of the job was the FTO's instruction most effective?

List the areas in which you believe the FTO needs improvement and comment. In which aspects of the job was the FTO's instruction least effective?



Were there any conflicts with the FTO's training and your academy training? If there were conflicts, please explain.

Provide an overall evaluation of the field-training program, including deficiencies.

Does the program allot you sufficient time? If not, how much time is needed?

Please list suggestions on how to improve the field-training program.

_____ Trainee	_____ Date
_____ Administrative Sergeant	_____ Date
_____ Administrative Captain	_____ Date
_____ Chief of Police	_____ Date



Attestation / Completion Record

Trainee & ID # _____	Date of Completion _____
----------------------	--------------------------

Week	FTO ID #	Dates of Phase

FTO and Program Evaluation Submitted:	
Signature of Trainee _____	Date _____

FTO Manual Submitted:	
Signature of Trainee _____	Date _____

I have been instructed in all items recorded in this Field Training Manual	
Signature of Trainee _____	Date _____

I certify that I have provided training to this officer in various phases of this manual.	
---	--



Glossary Of Abbreviations and Terms

BP	Business and Professions Code
CRM	Collision Reporting Manual
CSI	Crime Scene Investigator
DPE	Daily Performance Evaluation
EM	Evidence Manual
FTO	Field Training Officer
HS	Health and Safety Code
Lateral	A recruited police officer who has graduated from a police academy and who has patrol experience.
LSB	Legal Sourcebook
MC	Municipal Code
PC	Penal Code
RWM	Report Writing Manual
RWT	Rotational Watch Training
SM	Safety Manual
VC	Vehicle Code



Field Training Manual Index

Abandoned Vehicle	179	Digital Photograph.....	159
Acceptable Identification	153	Diplomatic Immunity.....	109
Activity Log for Officer	199	Disabled Motorists.....	120
Alarms Response.....	97	Disputes	182, 183, 184, 185
alcohol.....	79	Disturbance Advisement Card (DAC).....	113
Alcohol	127, 171, 176	Dog Leash.....	176
Animal Regulations	155	Domestic Violence	82, 83
Animal Services Division.....	155	Domestic Violence Restraining Order System	77
AR-15.....	56, 65	DUI Enforcement.....	79
Area of impact.....	90	Elder Abuse	132
Arrests.....	109	E-mail.....	64, 154
Arson.....	133	Emergency Driving Techniques	93
Assigned Equipment List.....	193	Emergency Lights	148
Automated Firearms System.....	77	Emergency Protective Order (EPO).....	83
Automated Property System	77	Emergency Protective Orders (EPO's).....	82
Automated Warrant System	77	Ethics	101
B&P Investigations	171	Evidence Collection.....	86
Back-Up Officer.....	107	FI cards	152
Barking Dog	155, 176	Field Interview Cards	152
Bicycle.....	79, 136	Field Lineup Admonition.....	146
Bicycle Stops.....	150	Field Notes	147
Blood.....	86, 87	Fingerprints	86
BOL.....	64, 115	Firearms.....	56, 57, 86, 155
Bomb.....	157	Forgery.....	159
Bomb Task Force.....	87	FTO CRITIQUE FORM	203
Building and Area Search Techniques	116	Gang Awareness.....	166
Building Searches	157	Glossary.....	208
Burglary.....	122	Grooming	67
Business & Professions Code	71, 131	Handcuffing.....	105
Business and Professions	188	Handgun	56
Business and Professions Code	171	Hate Crime.....	114
Canine.....	116, 122	Hazardous Incidents	169
Chain of Command	55	Hazardous Material Incidents.....	170
Chain of Custody.....	86, 87	Health & Safety Code.....	188
Check Investigations.....	159	Health and Safety Code	131
Chemical Agents.....	59	Hobble.....	96, 105
Chemical Tests	96	Homicide Investigations	165
Child Abuse Protocol.....	135	Identification Codes.....	191
Citation.....	111, 113, 128, 143, 153	Identity Theft	159
Citation and Release Policy	79	Important Landmarks	195
Citizen Complaint.....	101	Impounding Vehicles	179
Citizen Complaints	89	Infectious Diseases	137
Civil Standby	184	In-Field Show-Ups.....	146
Code 33	97	Information Systems	77
Community Policing	138	Interrogation.....	85
Community Relations.....	139	Interview.....	85
Completion Record	206	Inventory Searches	121
Consensual Encounters.....	145	JCR	143
Consent Searches.....	121	Juvenile Contact Report (JCR).....	79
Control Holds	57	Juvenile Custody Procedures	143
Controlled Substances	158	Juvenile Detention Log.....	142, 143
Court Appearances	154	Juvenile Laws and Cases	142
Crimes in Progress.....	123	Kill Zone	59, 148
Criminal Justice Information Control	77	Labor Code	188
Deadly Force.....	103	Leadership	69
Death Investigations.....	164	Leash Laws	155
Demonstrations.....	187	LIVESCAN	77, 96
Dependant Adult Abuse	132	Medical Clearance	127
Detentions.....	108	Mental Health	160, 168



Mental Illness	160	Refusal to Sign.....	111
Miranda	85, 96, 142, 143, 175	Report Writing	118
Miscellaneous Codes	188	Repossessions.....	186
Missing / Unidentified Persons System (MUPS)	77	Restraint Devices	105
Missing Persons.....	115	Robbery	81
Mobile Data Computer	77	SART	134
Municipal Code	72, 73, 76, 131	Scene Management.....	92
Municipal Code Enforcement	176	Search and Seizure.....	121
Noise Ordinance	113	Search Warrant.....	121, 126
Off-Duty Conduct	101	Security Alarms.....	97
Officer Involved Shootings	103	Sexual Assault	134
Officer Safety	59, 82, 100, 127, 150, 152, 171	Sexual Assault Investigations	143
Orientation	56, 61	Shoplift Investigations	128
Overtime	102	Shotgun.....	56, 65
Parole.....	77	Sniper.....	59
Parole Searches.....	121, 178	Special Assignments.....	68
PAS.....	64, 79	Stolen Vehicle System	77
Pat Searches.....	121	Stolen Vehicles Investigations	189
Patrol Activity	120	Subpoenas.....	154
Payroll	102	Suicide Investigation	168
pedestrian	92	Summit.....	77
Pedestrian	93	Tactical Communication.....	89
Pedestrian Stops.....	150	Tenant Lockouts.....	184
Penal Code	71, 73, 75, 130	Testimony	154
Penal Codes.....	54, 172	Timekeeping.....	102
Person Searches.....	106	Towing	79, 179
Phonetic Alphabet.....	62, 192	Traffic Control.....	92, 157
Photo Line-ups.....	146	Traffic Control Box	92
Picturelink	77, 96	TRAK flyer.....	115
Point of Rest.....	90	Trial by Declaration	154
Pre-Booking Forms	96	Truck Route	176
Preliminary Investigations	84	Unconventional Vehicles.....	144
Preparation for Patrol.....	64	Uniforms.....	67
Primary Officer	107	Use of Force.....	57, 121
Prisoner Processing.....	96	Vehicle Code.....	71, 73, 75, 130
Private Persons Arrest	174	Vehicle Codes	54, 172
private persons arrests.....	142	Vehicle Inspection	65
Probable Cause	77	Vehicle Operations.....	93
Probable Cause Searches	121	Vehicle Searches	177
Probation.....	77	Vehicle Stops	99, 144, 148
Probation Searches.....	121, 178	Victim/Witness Assistance Program.....	134
Professional Demeanor.....	89, 139	Victims of Violent Crimes	181
Prowler.....	125	Voicemail	64
Public Intoxication	127	Wanted Persons System.....	77
Pursuits	93	Warrant Procedures	126
Radio Codes	191	warrants	191
Radio Procedures	62	Welfare & Institutions Codes.....	172
Ramey Warrant.....	126	Will to Live.....	59
Reasonable Suspicion	108, 152		